

# Administrative Assistants Conference

Registration Form

Ref # 101

## 4 Ways to Register:

### Fax



Print this form, fill it out and fax it back to **403-253-4926**

### Online



[www.ctrcanada.com](http://www.ctrcanada.com) or scan this form and email to [registration@ctrcanada.com](mailto:registration@ctrcanada.com)

### Phone



Reserve your place by phone: **1-866-471-8555**

### Mail



Print this form, fill it out and mail it with payment to:

**Canadian Training Resources**  
Suite 205  
259 Midpark Way SE  
Calgary, AB T2X 1M2

Upon reception of this form one of our representatives will contact you

### Please complete all the relevant sections

(Print a separate copy of this form for each conference attendee)

Day One: \$499.00 Date: \_\_\_\_\_  Day Two: \$499.00 Date: \_\_\_\_\_  
 Full Conference: \$799.00 Dates: \_\_\_\_\_

### Attendee Information

Mr.  Mrs.  Ms.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

### Company Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

### Conference Information

Location: \_\_\_\_\_

Date: \_\_\_\_\_

### Fee Calculation and Payment

Fees for this conference—single day..... **\$499.00**  
**Both Days (save \$200)..... \$799.00**

• GST (5%).....\$ \_\_\_\_\_ (+)

**Subtotal.....\$ \_\_\_\_\_ (=)**

• HST (where applicable).....\$ \_\_\_\_\_ (+)

**Total.....\$ \_\_\_\_\_**

*\*If applicable*

By Cheque, payable to **Canadian Training Resources, Ltd**

By Credit Card (check appropriate)  Visa  MasterCard

Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_