



Solving the **puzzle**  
of Information and  
Records Management

# Info-Osmosis

Information and Records Management  
Consultancy and Training

## Training Registration Form

<b>Course Detail</b>	<b>Local Government Records Management - Records Disposal Training - General Disposal Schedule 20</b> Wed 19th September 2018, 9.00am to 4.30pm (registration 8:45am)	
<b>Venue</b>	Education Development Centre 4 Milner Street Hindmarsh SA 5007	First Floor, Room 1.11B
<b>Organisation</b>		
<b>Postal Address / Billing Address</b>		
<b>Invoice E-Mail Address</b>		
<b>Purchase Order Number</b> (if applicable)*		

<b>Participant First and Last Name</b>	<b>Email Address &amp; Phone Number</b>	<b>Dietary Requirements</b>
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Cost of this course is \$370 pp (\$407 including GST)

\$350 pp (\$385 including GST) for 2 or more from the same organisation.

Lunch and refreshments are included.

Confirmation of your registration, confirmation of the course going ahead (or notification of its cancellation), will all be emailed to you.

An invoice will be issued AFTER training has been completed.

Cancellation / postponement - we reserve the right to cancel or postpone courses due to unforeseen circumstances. We will make every effort to ensure that nominees for cancelled courses are placed on the next available course. Should you be unable to attend a course, please let us know (administration@info-osmosis.com.au) as soon as possible, to enable us to make changes to personalised materials. If you cancel (or a replacement is not provided) within 3 days of the course, your organisation will still be invoiced.