

REGISTRATION FORM

Please fill in this form and fax back to Telefax: 6874645 or email to mbm@businessmaker-academy.com

SEMINAR SERIES: PROFESSIONAL OFFICE ADMINISTRATION EDUCATIONAL SERIES

Pls. check course(s) that you want to enroll in:

- | | |
|--|-------------|
| <input type="checkbox"/> Day 1: Fundamentals of Professional Office Administration | Date: _____ |
| <input type="checkbox"/> Day 2: Office Facilities & Maintenance Management | Date: _____ |
| <input type="checkbox"/> Day 3: Office Inventory Management | Date: _____ |
| <input type="checkbox"/> Day 4: Office Logistics & Travel Management | Date: _____ |
| <input type="checkbox"/> Day 5: Office Files & Records Management | Date: _____ |

Duration	Individual Class Rate (vat included)	Package Rate (vat included):
5-day series (can be taken individually) 9am to 5pm	Regular Rate = Php4,256 Early Bird Rate = Php3,920	Early Bird: Php19,600.00 Regular rate: Php21,280.00

CONTACT INFORMATION OF BOOKING OFFICER

Complete Name			
Position			
Company			
Company TIN			
Office Address (in full)			
Mobile No.		Fax Number	
Telephone No.		Email Address	

NAME(S) OF ATTENDEES

Complete Name	Nickname	Course to Attend	Position	Mobile No. (for reminders)	Dietary Concerns Vegetarian / Food Allergies
1.					
2.					
3.					
4.					
5.					

Note: Please add pages should you have more than 5 participants or call us to coordinate.

HOW TO ENROLL:

1 FILL UP THE REGISTRATION FORM

or you may call us directly at 6874445, 6874645, 6873416 to book a slot.

2 REMIT PAYMENT

You may settle enrollment fee via:

() CASH OR CHECK PAYMENT

Pls visit & pay at our office during office hours.
Pls make checks payable to Business Maker Academy, Inc.

() BANK DEPOSIT

Pls deposit payment to:
Savings Account Name: Business Maker Academy, Inc.
BPI Account No.: 4013-0306-64
BDO Account No.: 00280-622-422
(Please fax deposit slip with your name and course to Telefax 6874645)

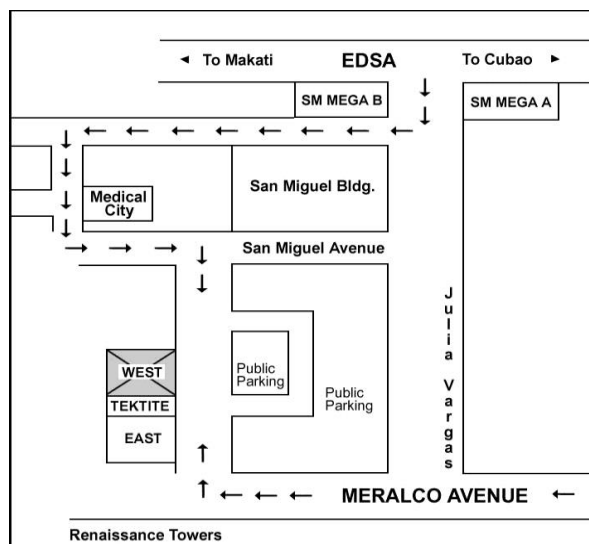
() PAYPAL

Pls remit payment to paypal@businessmaker-academy.com

3 Attend the class.

Please bring your deposit slip or receipt. Then enjoy learning!

LOCATION MAP:



IMPORTANT NOTE:

Business Maker Academy, Inc. is a VAT-registered company. TIN# 223-672-691-000 VAT
 For zero rated or VAT exempt companies, please include your Certificate of Exemption. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of services.