

# SGS COURSE REGISTRATION FORM

## INFORMATION

<b>CONTACT NAME:</b>			
<b>COMPANY INFO:</b>	Name:		
	Street:	City:	
	Post Code:	State/Province:	Country:
<b>E-MAIL ADDRESS:</b>			
<b>COMPANY WEB ADDRESS:</b>			
<b>TEL NO:</b>			
<b>FAX NO:</b>			

<b>TRAINING TYPE :</b>	Public Course:___	Webinar:___
<b>NUMBER OF ATTENDEES:</b>	Discount for SGS Food Safety Training Only (multiple discounts not applicable): *SGS client: 5% off *Two to Three attendees: 10% off each *Four or more attendees: 15% off each	

ATTENDEE NAME:	COURSE TITLE	DATE	LOCATION	LIST PRICE	DISCOUNT PRICE

## PAYMENT OPTIONS

<b>P.O. NUMBER:</b> (SGS Clients Only)			
<b>CHECK/CHEQUE ENCLOSED:</b> (Please add applicable Canadian taxes)	Check/Cheque amount:		
	Check/Cheque number:		
<b>CREDIT CARD:</b>	American Express___	VISA___	Master Card___
Number:	Expiry Date:		Security Code:
Cardholder's Name:			
Cardholder's Billing Address:			
Cardholder's Signature:		Date:	

<b>SPECIAL NOTES/ REFERENCE DOCUMENT:</b> (i.e. Food allergies; wheelchair accessibility; applicable discounts)	
<b>PLEASE NOTE:</b> SGS Canada Inc. and SGS North America Inc. will try our best to meet special dietary requirements. If in some cases the request is outside our normal expectation, an additional charge will be incurred to the attendee.	



**Note:**

Although committed to providing the courses as described, SGS Canada Inc. and SGS North America Inc. reserves the right to cancel any one session due to unforeseen circumstances. Submission of this signed form demonstrates participant's commitment to abide by the attached Terms & Conditions.

# SGS COURSE REGISTRATION FORM



## HOW DO YOU KNOW ABOUT OUR COURSES?

(PLEASE CHECK ALL THAT APPLY)

- SGS WEBSITE
- COLLEAGUE, CO-WORKER, FRIEND
- SGS EMAIL PROMOTION
- SGS SALES REPRESENTATIVE
- SGS TELEMARKETING
- ATTENDING PAST SGS TRAINING COURSE
- OTHER: \_\_\_\_\_

## PLEASE RETURN YOUR APPLICATION ALONG WITH PAYMENT INFORMATION BY:

### 1) BY PRINT OF THIS FORM AND FAX:

- FOR APPLICANTS IN CANADA [EXCEPT QUEBEC] OR OVERSEAS: (905) 364-0345
- FOR APPLICANTS IN QUEBEC, CANADA : (514) 255-4315

- FOR APPLICANTS IN US: (201) 935-4555

### 2) BY EMAIL (SUBMIT BUTTON):

NASSC.TRAINING@SGS.COM

### 3) BY PRINT OF THIS FORM AND MAIL TO:

FOR APPLICANTS IN CANADA [EXCEPT QUEBEC] OR OVERSEAS:

- SGS CANADA INC.  
6490 VIPOND DRIVE,  
MISSISSAUGA, ON., L5T 1W8  
CANADA
- SGS CANADA INC.  
3420, BOUL. ST-JOSEPH EST,  
MONTREAL, QC, H1X 1W6  
CANADA  
(FOR APPLICANTS IN QUEBEC,  
CANADA)
- SGS NORTH AMERICA INC.  
201 ROUTE 17 NORTH, 7TH FLOOR  
RUTHERFORD, NJ. 07070  
USA  
(FOR APPLICANTS IN US)

## FOR GENERAL INQUIRY:

[www.training.sgs.com/us/information](http://www.training.sgs.com/us/information)



# SGS COURSE REGISTRATION FORM

## **TRANSFERS, SUBSTITUTIONS, CANCELLATIONS:**

An attendee booked for a public/webinar course may be substituted at anytime at no extra charge.

An attendee may transfer to another public course/webinar beyond fourteen (14) calendar days and the full paid course fee will be credited to the cost of the new course. Transfers within fourteen (14) calendar days will incur a 25% charge.

All fees will be refunded if notice of cancellation from public course/webinar is received fourteen (14) calendar days or more before the start of the course.

There will be no refund of a public course/webinar attendee if notice of cancellation is received within seven (7) calendar days of the scheduled start date or if attendee does not attend the course.

Cancellation or reschedule of a scheduled in-house course within twenty-eight (28) calendar days of the scheduled start date is subject to 50% of the course fees and applicable charges as determined by SGS (i.e. instructor's travel charges, etc.)

There will be no refund of a scheduled in-house if notice of cancellation is received within five (5) calendar days of the scheduled start date.

SGS Canada Inc. and SGS North America Inc. reserves the right to cancel any training event at any time in circumstances beyond our control. SGS Canada Inc. and SGS North America Inc. shall be under no liability whatsoever in respect of any consequences (e.g., airfares, hotels, car rents) of such cancellation except that any course fees paid will be refunded in full.

## **PRICE INCREASES:**

Every effort will be made to avoid increases to posted prices. In the event of a price increase, attendees will be notified and entitled to cancel at any time and receive a full refund limited to the paid course fee.