

**PERSONAL-ASSISTANT-TIPS**  
**COURSE REGISTRATION FORM**

**COURSE NAME:**

**COURSE DATE:**

**LOCATION (City):**

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**PERSONAL DETAILS**

PREFIX (Miss, Mr, Mrs, Ms):

FIRSTNAME:

LASTNAME:

HOME ADDRESS (if you are sponsoring yourself):

COUNTRY:

HOME TELEPHONE (include country code):

MOBILE (include country code):

PERSONAL EMAIL:

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**EMPLOYERS DETAILS**

JOB TITLE:

NAME OF MANAGER:

NAME OF COMPANY:

COMPANY ADDRESS:

BILLING ADDRESS (if different from above):

PURCHASE ORDER NUMBER:

SPECIAL DISCOUNT CODE:

WORK TELEPHONE (include country code):

FAX (include country code):

WORK MOBILE (include country code):

WORK EMAIL:

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## OTHER DETAILS

NAME AS YOU WOULD LIKE IT TO APPEAR ON YOUR CERTIFICATE:

EMERGENCY CONTACT NUMBER: (include country code)

GENDER (male/female):

SPECIAL DIETARY REQUIREMENTS:

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## HOW DID YOU HEAR ABOUT US

<i>Indicate with an x</i>	<b>Comments</b>
<b>Internet search</b>	<input type="checkbox"/>
<b>Facebook</b>	<input type="checkbox"/>
<b>Linkedin</b>	<input type="checkbox"/>
<b>Twitter</b>	<input type="checkbox"/>
<b>Other social media</b>	<input type="checkbox"/>
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<b>Other publication</b>	<input type="checkbox"/>
<b>Friend/colleague</b>	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>