



## COURSE RESERVATION FORM

Please print and fill out this form and send to [info@phoenix-one.com](mailto:info@phoenix-one.com). You may use additional copy of this form for more participants.

Company Name	Email Address
Full Name	Office Number
Designation	Mobile Number
Address	

### Enrollment Information

Covered Dates		Course Title		
Participant's Full Name	Designation	Email Address	Mobile Number	Fee

### Billing Information

Billing Contact Person	Billing Designation
Billing Contact Number	Company TIN
Billing Address	
Billing Email Address	VAT Registration <input type="checkbox"/> VAT-inclusive <input type="checkbox"/> VAT-exempt <input type="checkbox"/> Zero-rated

### Terms and Conditions

1. You will receive confirmation of registration thru email shortly after you return this registration form along with the corresponding Purchase Order or Payment.
2. Phoenix One reserves the right to postpone or cancel scheduled classes due to unforeseen circumstances. Call (632) 813-7055 to confirm training schedule 1 week prior to start date.
3. Payment must be made BEFORE the start of the training.
4. Please make cheques payable to Phoenix One Knowledge Solutions, Inc.
5. Requests for cancellation should be done in writing 10 days prior to the training start date. For cancellations made less than 5 days before the training start date, no refund will be allowed. No shows shall be fully charged. Participants who can't make it to the scheduled class may choose to nominate a replacement at any given time.

We comply to the above guidelines and I have been authorized to approve this form in behalf of the company.

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Name above Signature and Date