

WORKPLACE INVESTIGATION WORKSHOP REGISTRATION FORM

Name: _____ Position: _____
 Organization: _____
 Address: _____ City: _____ Province: _____ Postal Code: _____
 Telephone: _____ Email: _____
 Food Accommodation (if req'd): _____
 How did you hear about this program? _____
 List of Attendees: _____

Basic Workplace Investigation Techniques

June 19 & 20, 2012
 (Early Bird: May 28, 2012)

Report Writing Workshop

June 21, 2012
 (Early Bird: May 28, 2012)

Early Bird Special (see above for dates)	Fee	Discount	Total	HST	Total/Person	# of Attendees	Total
Basic Workshop	\$1,795.00	\$195.00	\$1,600.00	+ \$208.00	= \$1,808.00	_____	_____
Basic Workshop + Report Writing	\$2,495.00	\$245.00	\$2,250.00	+ \$292.50	= \$2,542.50	_____	_____
Report Writing Only	\$850.00	\$50.00	\$800.00	+ \$104.00	= \$904.00	_____	_____
Group Discount (3 or more)	Fee	Discount	Total	HST	Total/Person	# of Attendees	Total
Basic Workshop	\$1,795.00	\$55.00	\$1,740.00	+ \$226.20	= \$1,966.20	_____	_____
Basic Workshop + Report Writing	\$2,495.00	\$65.00	\$2,430.00	+ \$315.90	= \$2,745.90	_____	_____
Report Writing Only	\$850.00	\$25.00	\$825.00	+ \$107.25	= \$932.25	_____	_____
Early Bird + Group Discount	Fee	Discount	Total	HST	Total/Person	# of Attendees	Total
Basic Workshop	\$1,795.00	\$250.00	\$1,545.00	+ \$200.85	= \$1,745.85	_____	_____
Basic Workshop + Report Writing	\$2,495.00	\$310.00	\$2,185.00	+ \$284.05	= \$2,469.05	_____	_____
Report Writing Only	\$850.00	\$75.00	\$775.00	+ \$100.75	= \$875.75	_____	_____
Standard Fees	Fee	Discount	Total	HST	Total/Person	# of Attendees	Total
Basic Workshop	\$1,795.00	N/A	\$1,795.00	+ \$233.35	= \$2,028.35	_____	_____
Basic Workshop + Report Writing	\$2,495.00	N/A	\$2,495.00	+ \$324.35	= \$2,819.35	_____	_____
Report Writing Only	\$850.00	N/A	\$850.00	+ \$110.50	= \$960.50	_____	_____

Workshop Location

Rubin Thomlinson LLP
 20 Adelaide Street East
 Suite 1104
 Toronto, Ontario M5C 2T6
 Tel: 416.847.1814

Time

Basic Workplace
 Investigation Techniques
 9:00 AM – 4:00 PM
 Report Writing Workshop
 9:00 AM – 4:00 PM

Payment

Total # of Attendees _____ **Total Cost** _____
 Visa _____ Mastercard _____ American Express (AMEX) _____
 Cheque _____ (make payable to RT Workplace Training Inc.)
 Number: _____ / _____ / _____ / _____ Expiry ____ / ____
 Signature: _____

Mail registration form and payment to:

Rubin Thomlinson LLP
 20 Adelaide Street East, Suite 1104
 Toronto, ON M5C 2T6
OR Fax to: 416-847-1815 **OR** Email: Seminars@rt-law.ca
OR Call: 416-847-1814

Lunch will be provided at all workshops.

PAYMENT MUST BE RECEIVED AT TIME OF REGISTRATION

Cancellation and Refund Policy: Once your registration has been completed, we will not be able to transfer your registration to a future session. Substitution of participants is permissible without prior notification. If you are unable to find a substitute, please notify Ruben Thomlinson LLP in writing no later than 10 business days prior to the session date and your registration fee will be refunded in full, less a 15% service charge. No refunds will be given for cancellations received less than 10 business days prior to the training date. Ruben Thomlinson LLP reserves the right to cancel any training session it deems necessary and will, in such event, make a full refund of any registration fee, but will not be responsible for airfare, hotel or other costs incurred by registrants. No liability is assumed by Ruben Thomlinson LLP for changes in program date, content, speakers, or venue.

**BASIC WORKPLACE INVESTIGATION TECHNIQUES WORKSHOP
ATTENDEE CONTACT INFORMATION**

ATTENDEE # _____

Name: _____ Position: _____

Organization: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

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