



The Voice Business Booking Form- Select your Course/s

Accent Reduction		Facilitation Training		Presentation Skills Development-group		Team Communications	
Accent-Character Voice Consultation		Interview Coaching-Personal		Presenting You		Tele-Conferencing Techniques	
Autocue-how to use it		Interviewing Others		Public Speaking -Individual		Telemarketing Techniques	
Call Centre Skills		Media Interview Coaching		Public Speaking -Group		The Receptionist's Voice	
Consulting Skills-group		Media Skills (1)-Basic		Public Speaking for Dinners, Weddings and Social Occasions		The Telephone Tone	
Demo Tape Consultation		Media Skills (2)-Advanced		Special Coaching- Elocution & Vocabulary		Video Conferencing	
Emotional Intelligence		Magnificent Meetings		Special Coaching-Foreign Accent reduction		Voice Coaching-for Kids	
Emotional Intelligence for Managers		News Reading		Special-Performance and accent coaching		Voice Coaching-Personal	
Emotional Value-Customer Relations		Personal Voice Coaching		Special-Voice coaching for people with disabilities		Voice Skills for TV Presenters	
Executive Presentation Skills		Preparation skills for successful conferencing		Speech-Personal Speech Coaching		Voice-Over & Broadcasting	
Executive Speaking Skills		Presentation Skills-executive		Speechmaking -Consultation		Webcasting	
		Presentation Skills-advanced		Speechwriting-Don't shoot the Messenger		Your Speech-Design & Rehearsal	



Please send form to:
The Voice Business
P.O. Box 179,
Crows Nest, NSW 2065

Or Fax to :
61-2-9959-5574

Or book directly online
Using our online booking form.
www.voicebusiness.com

For any questions please call:
61-2-9957-4208

Booking Conditions.

1. For a private booking you may pay for your course in full at the time of booking or alternatively pay session by session as you go.
2. For a corporate booking, an Invoice will be sent at time of booking and payment must be received 7 days from receipt of invoice.
3. If you have to cancel the booking, you will receive a full refund of any monies paid if you notify us in writing 14 days before the start date of your course. You are entitled to a 50% refund for all bookings cancelled after that time, providing you notify us in writing.
4. If you book a session and do not notify us within 24 hrs of the session that you intend to miss it or do not turn up for your booked session, you will be liable for a fee equal to 50% of the session fee.
5. In the unlikely event that a workshop/session has to be cancelled by The Voice Business you will be entitled to receive a full refund of any monies paid. Alternatively, you may choose to attend a future workshop/session of similar cost and duration. The Voice Business will not be held liable for any other costs that might be incurred as a result of the cancellation

Course Name	
Date you would like to Start	
Your Name	
Job Title	
Company Name	
Postal address	
Billing address	
E-mail	
Phone	
Mobile	
Amount to pay	\$ * see booking conditions at left
Credit Card Type	
Name on Card	
Credit card number	
Credit card exp date	
Cheque or Money Order	
Invoice my Company	

By submitting this form I acknowledge that I have read and accepted these conditions.

Payment	Invoice	Confirmation	Certificate

