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WORKSHOP BOOKING

BOOKED BY: _____

CONTACT DETAILS : _____

REPRESENTING: _____

CONTACT DETAILS : (fill in only if this is the payer) _____

VENUE: _____

ADDRESS: _____

FREE PARKING YES / NO

DESCRIPTION OF STUDENTS (IE) AGE BRACKETS ETC. (IF KNOWN) _____

WORKSHOP DATE(S) : _____

WORKSHOP TIME(S): _____

TOTAL TIME : _____ No. of STUDENTS (IF KNOWN, OR

APPROX) _____

PERSON TO CONTACT ON ARRIVAL _____

SPECIAL DETAILS AND / OR REQUIREMENTS : _____

TERMS OF PAYMENT: * Upfront as early as possible unless otherwise arranged.

* AN INVOICE WILL BE ISSUED AS SOON AS BOOKING SHEET IS RETURNED, PREFERABLY BY FAX AS SIGNATURE IS REQUIRED.

- CREDIT CARD : Mastercard, Visa & Bankcard, 5% levy applies.
CHEQUE : payable to ' Wayne Fleming'. See PO address on header.
ELECTRONIC FUNDS TRANSFER : CBA Account name : 'Wayne R Fleming' / BSB 06 4449 / Account # 1002 9694

POINTS TO CONSIDER:

- GOOD PERFORMANCE CAN BE GUARANTEED IF REASONABLE STEPS ARE MADE IN ACCOMMODATING BASIC REQUIREMENTS, SUCH AS ADEQUATE LIGHTING, GOOD SEATING ARRANGEMENT, CO-OPERATIVE STUDENTS ETC.
FURNITURE REQUIRED : WHITEBOARD WITH SEATING AND TABLES TO CATER FOR THE AMOUNT OF STUDENTS.
MATERIALS REQUIRED (1PER STUDENT) : * HB LEAD PENCILS, *RUBBERS, *BALL POINT BLACK PENS (UNIBALL MICRO OR SIMILAR) *0.6MM BULLET FELT TIP PEN (ARTLINE 210 OR SIMILAR), * CHISEL TIP MARKERS (ARTLINE 90 OR SIMILAR), *GOOD QUALITY A3+ SKETCH PAD PAPER CATERING FOR ONE SHEET PER STUDENT. *BUTCHERS PAPER OR OTHER SIMILAR CHEAP PAPER IN LARGE SHEETS CATERING FOR 25+ SHEETS PER STUDENT. A3 CHEAP PHOTO-COPY PAPER IS FINE. ALL OF THESE SUPPLIES ARE AVAILABLE AT ANY NEWSAGENCY OR OFFICE SUPPLIERS.
50% CANCELLATION FEES MAY APPLY IN SHORT NOTICE (LESS THAN 1 WEEK) WHERE, IT CAN BE SHOWN THAT OTHER BOOKINGS ON THE SAME DATE HAVE BEEN DECLINED ON ACCOUNT OF THIS BOOKING.

SIGNED:
FOR AND ON BEHALF OF :

DATE: / /