

Course registration form

To register for a course, please return the completed form by fax to (852) 2583 1890

Mail

Hewlett-Packard HK SAR Ltd.
19/F, Cityplaza One, 1111 King's Road,
Taikoo Shing, Hong Kong
Attend: HP Education Services

General enquiries

Tel: (852) 3559 7837
Fax: (852) 2583 1890
Email: hp-education.hk@hp.com
Website: www.hp.com.hk/education



- Course enrollment is subject to availability.
- Acknowledgement will be sent within 5 business days. Course confirmation will be sent 5 business days before the course commences.

Please complete both sections to register for a course

Company name: _____ Telephone no.: _____

Mailing address: _____

Contact name: _____ Position: _____

Fax no.: _____ Email address: _____

*Participant's name	Job title	Telephone no.	Email address	Course no.	Course date

(*will also appear on Certificate of Completion)

Terms and conditions

1. HP reserves the right to cancel the course due to unforeseen circumstances.
2. Customer cancellations or re-scheduling must be received by HP 10 business days prior to the course commencement date. Training fees must be paid in full for cancellation and re-scheduling notices received less than 10 business days. Prepaid fees will be forfeited. For cancellation or re-scheduling, a prior written notice to HP Education Services is required from the customer.
3. Full payment must be made before course commencement, cheque should be made payable to "Hewlett-Packard HK SAR Ltd." and mail to HP at the address above. No refund will be made for "no show" cases.

Payment options

- A. Please refer to HP TrainingPak no. _____ /HP Care Pack no.: _____
- B. I will pay by cheque (no. _____) for HK\$ _____ and made payable to "Hewlett-Packard HK SAR Ltd." before the course commencement.
- C. Our company has credit term with HP. Please bill a total of HK\$ _____ to our organization.

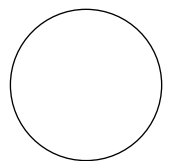
Please tick (✓) if you require a receipt with company or individual as the payee.

Invoice to:

Name: _____

Title: _____

Address: _____



Name

Position

Authorized signature & company stamp

