



Hot Office Booking Form

Hire Prices:

Half Day: \$22.00 inc GST

Full Day: \$44.00 inc GST

Computer Hire:

Half Day: \$22.00

Full Day: \$33.00 (Price is per computer)

Full Name of Organisation: (who are we billing?)

Contact Name:

Ph: Fax:

Email:

Address:

Booking Day/s: Monday Tuesday Wednesday Thursday Friday

Date/s

Time/sam topm (our office hours are 8.30 – 5.00pm)

Additional information:

Attach proof of Public Liability Insurance Policy

PAYMENT METHOD: Cheque / Direct Deposit / Credit Card

Direct Deposit to: *Albany Enterprise Group, Inc. BSB: 633-000 A/c No.: 134093111*

Receipt No.:

Ref:

Please use 'OffHire' and booking date as the reference when paying with direct deposit (ie OffHire130907)

If paying by credit card, please complete: Visa / Mastercard (please circle)

Credit card number: EXP:/..... CCV (last three digits on the back).....

Name on card..... Signature:

CANCELLATION POLICY

2+ working days' notice of cancellation full refund/ 1 – 2 working days a 50% refund / less than a day no refund.

**Please return form to: FAX (08) 9841 8197 EMAIL: admin@sbcgs.com.au
or Albany Business Centre, 222 Chester Pass Road, Albany WA 6330**