

Cultural Values and Research Unit: Meeting Request Booking Form

Project Name/Location (If any)			
Organisation (Making request)	Organisation:		
	Principal Contact:		
	Phone Number:		
	Email:		
	ABN/CAN:		
Preferred meeting format	Online <input type="checkbox"/>	In person <input type="checkbox"/>	
Meeting address (If applicable)			
Meeting type (Please check relevant box)	Project Proposal/Introductory Meeting	<input type="checkbox"/>	
	Project Inception Meeting	<input type="checkbox"/>	
	Project Progress Meeting	<input type="checkbox"/>	
	Project Results/Feedback Meeting	<input type="checkbox"/>	
	Other (please specify):		
Meeting fee (Excluding GST)			
Meeting date & time			
Additional information			

Please send booking form to cultural.values@bunuronglc.org.au or contact the office on (03) 9770 1273 for anything relating to alterations, postponements, cancellations, confirmations, or changes to invoicing details.

Billing Details

Organisation	
ABN & ACN	
Address	
Contact person	
Email	
Phone number	
Purchase order no. (if applicable)	

Agreement

I, as the Authorised Officer/Billing Recipient, warrant that the details provided on this booking form are true, correct, and accurate, and confirm that the submission of this booking form is acceptance of all terms and conditions associated with the booking including terms of trade and any applicable cancellation fees.

Full Name of Authorised Officer/Billing Recipient:

Signature:

Date:

To ensure that all applicable fees have been included on the booking request form, please refer to the *Cultural Values and Research Unit Schedule of Service Fees* document or contact the Cultural Values and Research Unit (cultural.values@bunuronglc.org.au) prior to submitting your booking request.

Please note that invoices are due and payable with 14 days and referral to a collection agency may occur on default without further notice.