

**Financial Executives International of Australia**  
 Level 57, MLC Centre, 19-29 Martin Place, Sydney, NSW 2000  
 (ABN 92 000 601 954)

**LUNCH BOOKING FORM AND TAX INVOICE** (see note at foot)

**Bookings:** Please book and pay by credit card by using this form. Complete the details, sign it and email it as a scanned PDF to the relevant email address below (or fax it to your local FEI contact below). We accept Mastercard, Visa and Amex.

**Phone bookings:** If you first book by phone, you must also complete this form and send it as above to give us a signed credit card authorisation.

**Direct deposit arrangements:** For companies wishing to pay for corporate bookings for several people by direct deposit, please contact Catherine Kennedy or Robin Cumming.

**Bookings/Cancellations:** The deadline for bookings and cancellations and bookings is stated on the notice of each lunch sent to members and on the website. The full amount will be payable if you do not advise the local contact by email, fax or letter of cancellation by this date.

**Dietary requirements:** Please advise by phone or on this form of any special dietary requirements.

**Location of lunch** (tick the appropriate box) **and your local FEI lunch contact:**

- Sydney/Brisbane: Catherine Kennedy - [admin@fei.org.au](mailto:admin@fei.org.au) - Fax 02 9238 6215 - Ph 02 9238 6214
- Melbourne: Karen Jachmann - [karen\\_jachmann@vri.com.au](mailto:karen_jachmann@vri.com.au) - Fax 03 9660 1762 - Ph 03 9667 6511

**Date of the lunch** \_\_\_\_\_ **Lunch speaker** \_\_\_\_\_

**Member's name** \_\_\_\_\_ **Member's company** \_\_\_\_\_

**Phone / email details** (non-members only) \_\_\_\_\_

	Price \$* (see note)	Number of people	Total \$
FEI members			
Non-members			
Corporate bookings of ten or more at member price			
<b>Total price (includes GST)</b>			

*\* the prices per person incl. GST will be as stated on the notice about the lunch sent to members and on the website*

**Insert here the names and companies of your guest(s).** Add a separate list if necessary.

**Payment method** (check appropriate box): Mastercard  Visa  Amex  Cheque

**Cardholder's name** \_\_\_\_\_

**Card number** \_\_\_\_\_ **Expiry Date (mm/yy)** \_\_\_\_/\_\_\_\_

**For Amex cards only:** Four digit security code (located above the card number) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

TAX INVOICE: After completion, submission to and acknowledgement by FEI this document is the tax invoice for the above supply. FEI is registered for GST purposes.