

Group Focus – Booking Confirmation



140 Coppin Street
 Richmond VIC 3121
 Tel: 03 9421 1827
 03 9421 1837

Company:	Contact:	T:	Fx:
Address:		State:	Pcode:
Recruiter:	Contact:	T:	Fx:
Moderator:	Topic:	Booking Date:	

Grp No.	Your Ref.	Date	Start Time	Finish Time	Dining Setting	Lounge Setting	No. of Resp	No. of Clients	Special Needs?	Office use only													
										R	D	V	A	S D	R W	W W	P B	S B	H S T				

Catering: Light refreshments are included for Respondents, Clients and Moderator. Special Catering Instructions: _____ _____ _____ _____ _____	Equipment Requirements:		Authorisation:
	Standard	Special	Name:
	<input checked="" type="checkbox"/> DVD Recording <input type="checkbox"/> TV /DVD/CD/VCR † <input type="checkbox"/> Cassette Player <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart	<input type="checkbox"/> Audio Rec mp3 * <input type="checkbox"/> Video/Data Projector * <input type="checkbox"/> FocusVision * <input type="checkbox"/> Web Stream/Download * <input type="checkbox"/> other (please specify)	Signature:
	† please circle	* added cost option	Date:
	_____		_____

**Please Fax back to Group Focus
 03 9421 1837 on completion**

MGF Ref# _____