

Certificate Reorder Form

Fees may apply. SAI Global will process your certificate in accordance with our terms and conditions available at: <https://infostore.saiglobal.com/en-au/training-terms-and-conditions>.

**Indicates Mandatory Fields – You MUST supply this Information*
 Section 1: Please provide the following contact details:

Registration number (8 digit number emailed to you at the time of registration)			
Or Date of Birth			
Given Name*		Surname*	
Email*		Contact Number*	
Company*			

Section 2: Which course certificate would you like to order?

SAI Global Course name*	
Course Date*	
Location*	

Section 3: How would you like your certificate?

- SOFT Copy – a PDF certificate will be emailed to the address below
- HARD Copy – a certificate will be mailed to the address below

Section 4: Payment Details

Are you paying for this invoice?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Company name if applicable*	
Contact person		Contact phone number	
Billing address			
Purchase Order if required			
Postal address			
Signature:		Date:	

Forward to: [EMAIL training@saiglobal.com](mailto:training@saiglobal.com) or MAIL GPO Box 5420, Sydney NSW 2000

*Terms & conditions apply: <https://infostore.saiglobal.com/en-au/training-terms-and-conditions>

Schedule of fees	Price
Electronic certificate after Course completion	FREE (first 90 days)
Printing of hard copy certificates	\$50 incl. GST
Request for email certificate after 90 days	\$50 incl. GST
Reprints of certificates	\$15 incl. GST
Reprint of archives more than 5 years	\$100 incl. GST