



Get your Business organised

In Business Time is Money

Do away with poor time management in your business by attending this seminar. You'll learn how to identify and remove distractions, how to prioritise effectively, useful strategies for productivity, and other tips on how to create more time in your day. If you know you waste time but don't know why, this seminar is for you.



www.kingstonbusiness.com.au

Register online:
www.business.vic.gov.au/workshops
or contact 13 22 15

Date: Wednesday 18 August 2010

Time: 6.00 pm - 8.00 pm

Venue: City of Kingston
1230 Nepean Hwy
Cheltenham 3192

Cost \$20

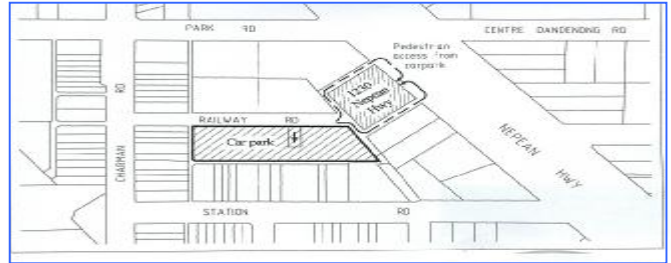
For further information about this event, please telephone 9581 4735

A Victorian
Government
initiative



Please complete and send to:

**ECONOMIC DEVELOPMENT UNIT
CITY OF KINGSTON
PO Box 1000
MENTONE VIC 3194**
OR FAX TO 9581 4662



PLEASE RETURN BY CLOSE OF BUSINESS – 13TH AUGUST 2010

YES! I WILL BE ATTENDING GET YOUR BUSINESS ORGANISED ON 18TH AUGUST 2010

Name: Business:

Address:

Suburb: Postcode:

Phone: Facsimile:

Web: Email:

Type of Business:

My guest(s) will be:

Special Dietary Requirements (e.g. Vegetarian)? Type _____ Quantity _____

PLEASE CIRCLE:

Payment (circle): Cheque VISA MasterCard Bankcard AMEX

Amount? \$ _____ Cheques to be made payable to "City of Kingston"

Credit Card No.: _____ / _____ / _____

Expiry: _____ / _____

Name on Card: _____

Signature: _____

TAX INVOICE
Kingston City Council A.B.N. 80 640 377 247
Internal Use Only: 1542.1236

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The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au> or from one of our Customer Service Centres.

Council Contacts:					
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9581 4567	Croatian - Hrvatski	9679 9887	Greek - Ελληνικά	9679 9885	
Facsimile	Vietnamese - Việt ngữ	9679 9886	Chinese - 粵語	9679 9883	
9581 4500	Italian - Italiano	9679 9865			
TTY (for hearing impaired)					
9581 4506					