## Conference Quote Sheet

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<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
<th>Referred By:</th>
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</table>

### Company/Group:
- **Visit Address:** Suburb, Postcode, State:
- **Postal Address:** Suburb, Postcode, State:
- **Type of Business:**

### Contact:
- **Name:**
- **Title:**
- **Position:**
- **Telephone:**
- **Fax:**
- **Mobile:**
- **Email:**

### Event:
- **Event Type:**
- **Arrival Date:** ETA: Days:
- **Departure Date:** ETD: Nights:

### Accommodation Requirements: [Enter numbers of each required - (Nights x Delegates)]

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### Meal Requirements:
- **if OTHER THAN all delegates for all meals, indicate variation.**

### Facilities Required:

### Resources Required: [Tick or quantity]

- **Flip Chart**
- **Elec. Whiteboard**
- **Lectern**
- **OHP & Screen**
- **Microphone/PA**
- **Video & TV**
- **Whiteboard**
- **Data Show**
- **Slide Projector**
- **Other:**

### Any other matters to quote on:

### Summary

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<th>M/T</th>
<th>Lunch</th>
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