




**Course Description:** Revay and Associates Limited have developed a one day training course for our members on the subject of construction documentation.

This one day session, which is followed by an exam, includes the following subject matter:

- Importance of construction project records for effective claims management
- Principles of entitlement, causation and quantification
- Tips for maintaining effective construction records
- Construction Documentation Guidelines – Practical Guide Handbook
- Lunch and course material will be provided

 <b>Course Date:</b> Friday, June 8, 2012 <b>Facilitators:</b> Ron Fernandez & Bob Keen – Revay & Associates				
Time: 8:30 a.m. – 4:30 p.m.		Location: Ontario General Contractors Association 6299 Airport Road, Suite 703 Mississauga, Ontario		
OGCA Member: \$508.50 (\$450.00 + \$58.50)				
Non Members: \$621.50 (\$550.00 + \$71.50)				
Please register the following person(s): (Print name as it will appear on certificate)				
Name:		Email:		\$
Name:		Email:		\$
				Subtotal
				13% HST (R107797847RT)
				Total
Company:		Contact Name:		
Address:	City:	Prov:	Postal Code:	
Phone:	Fax:			
Space is available on a first come, first served basis, and can be held by faxing this form. Please fax back to (905)671-8212 by <b>FRIDAY, JUNE 1, 2012</b> <b>Payment must be received prior to the commencement of the course.</b>				
Total Payment:	Paid By: (check one)	Visa	M/C	Cheque (Attached)
Credit Card Number				Expiry: month/year
Name on Credit Card:		Signature:		
Credit Card Payments may be faxed/mailed to the OGCA office. Cheques are to be made payable to: <b>Ontario General Contractors Association</b> and sent, with this completed form, to: OGCA, 6299 Airport Road, Suite 703, Mississauga, ON L4V 1N3 Phone: (905) 671-3969 Fax: (905) 671-8212				
Cancellation Policy: Full refund given to those cancellations received at least 3 weeks in advance. 50% refund for cancellations received 2 weeks in advance. No refund will be given to those cancellations received less than 1 week before classes start.				