



Billing & Collections

CPD Code: T3/20092018/BC/PHG181186/3 | 3 CPD Points

Billing & Collections

Prompt payment by clients — every lawyer’s dream! Attend this brand new workshop to find out how you can keep your firm’s finances in the pink and avoid cash flow problems.

The workshop provides training on:

- ✓ managing cash flow;
- ✓ billing “how to’s”, tracking, systems etc;
- ✓ fee agreements;
- ✓ managing client expectations;
- ✓ ethical billing; and more!

20 Sept 2018 (Thursday) | 9:00 am to 12:15 pm

Registration starts at 8:30 am

Registration Fees (0% GST)

Members of the Bar RM80 | Non-Members RM160

Pupils in Chambers RM40 | Law Students RM40

Members Admitted from 1 July 2011 RM40

Payment:

Cash payment at Bar Council Legal Aid Centre (Temerloh) only

**Bilik Seminar
Perpustakaan Awam Temerloh
Jalan Dato' Awang Ngah
28000 Temerloh
Pahang**

Terms and Conditions

1. Places are limited and registration is on a first come, first served basis.
2. All payments must be made in advance of the event. Registration will be confirmed once full payment is received.
3. Cancellations must be made in writing to the Bar Council Legal Aid Centre (Temerloh). There will be no refunds for cancellations made after **13 Sept 2018 (Thursday)** but substitutions are allowed.
4. Registered participants can request for substitute attendees by writing to the Bar Council Legal Aid Centre (Temerloh) by **13 Sept 2018 (Thursday)**.
5. Certificates of attendance, and points for the Continuing Professional Development (“CPD”) Scheme, will not be given to participants who arrive more than 15 minutes late, do not attend the entire event, or leave before the workshop concludes. Certificates will be awarded to participants upon completion of the workshop.
6. Bar Council reserves the right to modify, cancel or postpone the event, should circumstances arise that make such action necessary. In the unlikely event of cancellation, all registration fees paid will be refunded.

Complete and submit this form by hand to the Bar Council Legal Aid Centre (Temerloh).

Name:

BC Membership No:

Firm:

Address:

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Tel: Fax:

Email:

The personal information that you provide now or in the future, may be used, recorded, stored, disclosed or otherwise processed for the purposes of facilitation and organisation of this event, research and audit, maintenance of a participant database for the promotion of this event, and such ancillary services as may be relevant.



For more information, please contact:
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