

## Lauren Differ

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**From:** Steven Dokuchie  
**Sent:** July 8, 2022 3:00 PM  
**To:** Natasha Salatino-Mach; Lauren Differ  
**Subject:** Fw: Invoice #8220 ASIST T4T Calgary (August 8-12, 2022)

**Steve Dokuchie**  
Pre-Charge Worker



### **Nishnawbe-Aski Legal Services Corporation**

1805 Arthur St. E,  
Thunder Bay, ON  
P7E 5E6

**Phone:** 807-622-1413

**Cell:** 807-621-6923

**Fax:** 807-622-3024

**Email:** [sdokuchie@nanlegal.on.ca](mailto:sdokuchie@nanlegal.on.ca)

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**From:** Vidya Sharma <vidya.sharma@livingworks.net>  
**Sent:** Friday, July 8, 2022 2:54 PM  
**To:** Steven Dokuchie <sdokuchie@nanlegal.on.ca>  
**Subject:** Invoice #8220 ASIST T4T Calgary (August 8-12, 2022)

**CAUTION - EXTERNAL E-MAIL- Do not click or open attachments unless you recognize the sender.**

## LivingWorks Connect

INVOICE #8220

**Payment of \$3,465.00 is due July 15, 2022**

LivingWorks Education Inc.

#500, 151 Canada Olympic Road SW

Calgary, AB Canada T3B 6B7

PLEASE DO NOT ALTER THE SHIPPING ADDRESS ON THIS INVOICE

If payment is via cheque please send to: LivingWorks Education Inc., #500, 151

Canada Olympic Road SW, Calgary AB. T3B 6B7

Dear Steve,

Thank you for reserving a seat on the LivingWorks ASIST T4T in Calgary, AB to take place on August 8-12, 2022

In order to secure your seat on this T4T, please submit your payment in full within 7 days of receiving this invoice.

Please provide payment no later than July 15, or your name will be moved to the waiting list.

If payment is via credit card, click on the "PAY NOW" button.

If payment is other than via credit card we accept: Cheques, Direct deposit (e-transfer), authorized purchase order (PO) or (ITO) approved military individual travel order.

POs and ITOs to be emailed to [ast4tregistrations@livingworks.net](mailto:ast4tregistrations@livingworks.net) or faxed to 403-209-0259.

Cheques can be mailed to LivingWorks Education Inc. #500, 151 Canada Olympic Road SW, Calgary, AB. T3B 6B7

Direct Deposit Information: : RBC - Royal Bank of Canada, 6th Flr, 335 8 Ave SW, Calgary, AB Canada T2P 1C9 Transit No. 00009 003 Acct no: 1148485 SWIFT Code: ROYCCAT2 Notice of deposit to be emailed to: [accountsreceivable@livingworks.net](mailto:accountsreceivable@livingworks.net)  
IMPORTANT! Please indicate Invoice # on any form of payment

Training Site Location (Shipping Address-Please do not alter on invoice, your tax is

calculated on the shipping address ):

WinSports

151 Canada Olympic Road Southwest,

Calgary AB T3H 4E5, Canada

Please DO NOT book any airline tickets until you receive a full confirmation email from LivingWorks. The full confirmation will include information and schedule, as well as what to bring, etc. We aim to confirm T4Ts at least 4 weeks prior to the T4T dates.

LivingWorks is not responsible for any loss incurred for travel expenses due to a course cancellation.

Social Distancing & Face Coverings

We ask that you follow all local guidelines and laws with respect to practicing social distancing and wearing a mask in public areas. Please check with regional health and government authorities about specific policies that may be in place at your T4T location.

Cancellation Policy

If cancellation is received by LivingWorks via email more than 10 business days prior to the start date of the T4T; the course fee will be refunded, less a ten percent (10%) non-refundable administration fee.

If cancellation is received by LivingWorks via email within 10 business days of the start date of the T4T NO REFUND will be issued. The candidate trainer or an alternative candidate from the same organization can attend an alternative T4T

within 18 months. An additional twenty percent (20%) administration fee will be charged for the alternative T4T.

In the event that a course is canceled by LivingWorks, a full refund will be issued. LivingWorks is not responsible for any loss incurred for travel expenses due to a course cancellation.

#### Cancellation Policy: Pandemic - COVID-19

If LivingWorks postpones the T4T due to COVID-19, NO REFUND will be issued.

However, the candidate trainer or an alternative candidate from the same organization can attend an alternative T4T within 18 months.

If a candidate cancels within 10 business days, notice must be received by LivingWorks via email prior to the start date of the T4T. Email notice must include a copy of the official communication/notification prohibiting attendance at the training due to COVID-19. If this information cannot be provided to LivingWorks at time of cancellation, the standard administration fees will apply.

LivingWorks will make every effort to ensure that the training will be conducted as per the identified schedule. However, there can be unforeseen issues that require a cancellation or postponement of the training. LivingWorks recommends that refundable airline tickets are purchased; however, LivingWorks is not responsible for any loss incurred for travel expenses due to a course postponement or cancellation. NO SHOWS on Monday morning of the T4T without notification will not receive a refund or credit towards another T4T.

Kind Regards,

Vidya Sharma

[Pay now](#)

[Click here to download a PDF invoice for this order](#)

## Order summary



**ASIST T4T Registration Calgary, AB August 8-12, 2022 × 1** **\$3,300.00**

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Subtotal **\$3,300.00**

Shipping **\$0.00**

Taxes **\$165.00**

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Amount to pay **\$3,465.00 CAD**

## Customer information

### Shipping address

Steven Dokuchie

LivingWorks Education : Please Do not

Change Shipping Address

151 Canada Olympic Road Southwest

Calgary AB T3H 4E5

Canada

### Billing address

Steven Dokuchie

Nishnawbe-Aski Legal Services

Corporation

1805 Arthur Street East

Thunder Bay ON P7E 5E6

Canada

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If you have any questions, reply to this email or contact us at [orders@livingworks.net](mailto:orders@livingworks.net)

