



Tour Request Form

Return To: PWCS Reception **By:** Fax: (02) 4907 3000
 Email: reception@pwcs.com.au

IMPORTANT TOUR INFORMATION

- PWCS requires a MINIMUM of ONE WEEK to arrange a standard tour.
- **Tours are held on TUESDAY'S, THURSDAYS & FRIDAYS ONLY and are subject to availability.**
- A PWCS tour consists of a presentation, followed by question time and then a site tour of PWCS-Kooragang, concluding in the carpark or foyer. Duration of a standard tour is approximately 1.5 hours.
- Our Administration Building is a busy office area and we would appreciate it if guests could keep noise to a minimum.
- PWCS has vehicle transportation available for a maximum group of SEVEN (7) people, groups larger than this must provide their own vehicle to accommodate all visitors.
- PWCS has a duty of care to protect all visitors whilst touring our site; therefore all visitors must remain in the vehicle. **VISITORS WILL NOT BE ALLOWED TO LEAVE THE CAR TO VIEW THE PLANT.**
- PWCS has an Alcohol & Other Drugs Policy to create a safe working environment for employees and visitors by prohibiting the possession or consumption of alcohol and / or Illegal drugs onsite. Please leave any items you may think breach this policy at the security gate.
- All tours will be confirmed via email as soon as a tour guide has been appointed.

Your Details:

Company: _____
 Contact: Person: _____
 Phone: _____ Fax: _____
 Email: _____

Visit Details

Proposed Visit: (Please Circle a day) Tuesday Thursday Friday
 Date:- _____

Commencing at: _____
 (Times are subject to availability) am / pm No. of Guests: _____

Guest Details

Company	Name	Position

Reason for visit and other areas of interest or special requirements:

Would you like a map with your confirmation letter?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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