



TRAINING BOOKING FORM

FROM: Pieta Terblanche

FAX COMPLETED FORM TO: 0865500280

COMPANY AND CONTACT PERSON DETAILS

PLEASE NOTE: ALL FIELDS MUST BE COMPLETED BEFORE BOOKINGS CAN BE CONFIRMED *

NAME: Company / Private *		Co. VAT No. *
POSTAL ADDRESS: Company / Private *		
PHYSICAL ADDRESS: Company / Private *		
Telephone Number *	Fax number:*	
Contact Person (name, title) *		
E-mail Address *	Cellphone No: *	

COURSE DETAILS

Name of Course *	
Starting Date & Ending date *	
Price per learner [excl.]	
Starting Time	

SIGNATURE / BOOKING CONFIRMATION

PAYMENT REQUIRED ON PRESENTATION OF INVOICE: NO EXCEPTIONS

Please use your initials, surname and the office where the training is taking place as a reference on all payments

Signature [Authorisation]	COMPANY PURCHASE ORDER NUMBER:
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CANDIDATE/S DETAILS

INITIALS & SURNAME		Male/ Female	IDENTITY NUMBER																	
1																				
2																				
3																				
4																				
5																				

Please notify us of any special dietary requirements

Payment Detail	Compass Training Solutions; Standard bank Branch name: Brandwag Branch Code: 055534 Account No: 043 114 245; Company Vat No: 4450251469 <i>Kindly send proof of payment to the fax number above</i>
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For office use:

Payment method:*	Invoice number:	Payment date:
Cheque <input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/> Order No. <input type="checkbox"/>		

TERMS AND CONDITIONS

1. Only booking forms with Order No's will be accepted.
2. The full course fee shall be payable on presentation of invoice.
3. The company will be invoiced should any learners booked for training not attend.
4. The full course fee shall be payable in the event of a cancellation within 5 working days of the starting date of the course.
5. 50% of the course fee shall be payable in the event of a cancellation within 10 working days of the starting date of the course.
6. All cancellations must be in writing and the date of cancellation shall be the date received by Compass Training Solutions CC.
7. No training certificates will be released until payment has been received.
8. Compass Training Solutions CC reserves the right to reschedule any courses
9. Public Courses will commence at 08:00 on the first day of the course.
10. Should you not receive confirmation of your booking within 2 working days of submission, kindly contact our office.
11. Refreshments and lunch will only be provided if the training is conducted at one of our venues. Client to arrange refreshments / lunch at own cost if training is conducted on the client's premises.
12. Proof of attendance of pre-requisite courses attended more than 3 months ago must accompany this booking.
13. Should the training be conducted on the client's premises, kindly confirm availability of the following:

Requirement	Yes/No
Data Projector	
Projection screen	
Flipchart board & paper	
TV	
Video machine	