

TRAINING BOOKING FORM

Title of Course:

Date of Course:

Number of Participants:

Name of Company:

Invoice to employer/company - ☐ ABN:

Name of contact person and/or organisation:

Name:

Dept:

Phone No:

Email:

Address:

Purchase Order No (if advised):

TERMS AND CONDITIONS:

1. Invoices will be issued after receiving the booking form, and payment is required prior to the training course date. If payment is not made, you will forfeit your place in the course
2. All charges are payable as per the invoice details.
3. Any cancellation/s 10-15 working days prior to the training will result in a refund less an administration fee of 10% of the invoiced amount.
4. Any cancellation/s made within 5 working days prior to training, will result in a refundable amount of only 50% of the invoiced amount.
5. Cancellation within 2 working days of booking will be non-refundable.

CONFIRMATION:

I hereby confirm the booking for the course detailed above. I have read and understood the terms and conditions and agree to abide by them. This form must be signed by the authorised company personnel.

Name: _____

Signature: _____

Date: _____