

# Training Booking Form

Please complete and send back to:

**Training for Industrial Automation & Motion Control**

TEL: (+27) 11 869 3925 / FAX. (+27) 11 869 6427

Address: 50 Charl Cilliers street, Alberton North, 1456

Email: [george@age.co.za](mailto:george@age.co.za) \*Online Booking Available Now - [Click here](#)

<b>MANAGER / TRAINING CO-ORDINATOR CONTACT DETAILS:</b>			
<b>Name &amp; Surname</b>		<b>Physical Address</b>	
<b>Position</b>		<b>Suburb Province</b>	
<b>Company</b>		<b>Postal Address</b>	
<b>Telephone</b>		<b>Email</b>	
<b>Booking Requirement</b>			
<b>Name of Delegate(s)</b>	<b>Date(s)</b>	<b>Course Name</b>	<b>Order Number</b>
<b>INVOICING DETAILS:</b>			
COMPANY NAME: _____ NAME OF PERSON RESPONSIBLE FOR PAYMENT: _____			
VAT NUMBER: _____ CONTACT TEL. NO. (_____) _____ DEPT. _____			
<b>NOTE: FOR BOOKING CONFIRMATION WE REQUIRE AN OFFICIAL COPY OF YOUR ORDER &amp; PAYMENT (PLEASE ATTACH OR FAX TO (+27) 11 869 6427</b>			
BOOKED BY: _____ PLEASE SIGN                                      &                                      PRINT NAME			
AUTHORIZED BY: _____			

COMPANY STAMP:



## Terms and Conditions for Training Courses

### Booking Information

Telephonic bookings are accepted, subject to the completion and return of our registration form and a copy of your order.

- 1.1. The signed and completed return of the registration form serves as a booking for a AGE Technologies training course.
- 1.2. Due to limited space, we advise early registration to avoid disappointment
- 1.3. The AGE Technologies training Calendar is subject to change without notice. Please contact us to confirm course dates

### Payment Terms

All course fees quoted herein are exclusive of VAT.

- 2.2. Payment must be made prior to course commencement or upon registration on first day of the course.
- 2.3. Unless formerly agreed or otherwise stated on the registration form, payment is to be made in SA Rand.
- 2.4. Should you wish to pay via electronic transfer, proof of payment is required to verify payment.

### Cancellations

All bookings carry a 50% cancellation liability upon receipt of a signed registration form. Also, in the event of non-attendance, the course fee will not be refunded.

- 3.2. Cancellations not received in writing 7-days prior to the scheduled commencement date of course, will be invoiced in full.
- 3.3. Substitutions may be made at any time prior to the course commencement at no additional charge provided the substitution has the pre-qualifications.
- 3.4. AGE Technologies reserves the right to cancel or postpone a course, should insufficient bookings be received. You are advised not to make travel and an accommodation reservation until your booking has been confirmed.
- 3.5. AGE Technologies will try to confirm your reservations as soon as possible to allow ample time to make travel and accommodation arrangements. If, for any reason, a course should be cancelled or postponed, AGE Technologies will not be responsible for refunding airfare, accommodation or any other travel costs incurred by clients.

### Onsite Training Terms

- 4.1. On-site Training is available.
- 4.2. The trainer's travel & subsistence costs are for client's account; and can be quoted as an estimate but will be invoiced on actual values consumed.
- 4.3. AGE Technologies is not responsible for the provision of general equipment that is required for on-site training. Please contact AGE Technologies for the list of requirements.

### PAYMENT INFORMATION / Banking Details

Payment made payable to:

**AGE Technologies (Pty) Ltd.**

Account Number: 010 65300 148

ABSA Bank, Alberton North

Branch Code: 631-142

Payment Reference: **Training** and (Name & Surname or Company Name)

**ACCEPTANCE OF TERMS AND CONDITIONS SIGN BELOW AND  
RETURN BY FAX TO (011) 869 6427 or EMAIL [reception@age.co.za](mailto:reception@age.co.za)**

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_