

Training Booking Form

Training for Industrial Automation & Motion Control

PLEASE COMPLETE AND RETURN TO:
THE TRAINING ADMINISTRATOR
TEL: (+27 11) 869 3925 / FAX. +27 11) 869 6427
50 Charl Cilliers street, Alberton North, 1456
Email: george@age.co.za
SI Training Web Site: <http://www.age.co.za/training>

DELEGATE/S FULL NAME/S	I.D. NUMBER	COURSE DESCRIPTION	VENUE	DATE START	DATE END	ORDER NUMBER
			AGE Training Center			
			AGE Training Center			
			AGE Training Center			
			AGE Training Center			
			AGE Training Center			
			AGE Training Center			

MANAGER / TRAINING CO-ORDINATOR CONTACT DETAILS:

NAME AND SURNAME: _____

PHONE : (_____) _____ FAX: (_____) _____

MOBILE PHONE: _____ E-MAIL ADDRESS: _____

**NOTE: FOR BOOKING CONFIRMATION WE REQUIRE AN OFFICIAL COPY OF
YOUR ORDER & PAYMENT (PLEASE ATTACH OR FAX TO (+27 11) 869 6427**

INVOICING DETAILS:

COMPANY NAME: _____ VAT NUMBER: _____

NAME OF PERSON RESPONSIBLE FOR PAYMENT: _____

CONTACT TEL. NO. (_____) _____ DEPT. _____

POSTAL ADDRESS:

BOX: _____ SUBURB: _____ CITY: _____ POSTAL CODE: _____

PHYSICAL ADDRESS

STREET: _____ SUBURB: _____

CITY: _____ PROVINCE: _____

BOOKED BY:

PLEASE SIGN & PRINT NAME

(+ COMPANY STAMP)

AUTHORIZED BY:

PLEASE SIGN & PRINT NAME

(+ COMPANY STAMP)

TERMS AND CONDITIONS.

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

2. Payment Terms

- 2.1. 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.

3. Cancellation Policy

- 3.1. 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.

4. 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.

TRAINING ENQUIRES

Enquiries regarding the courses should be addressed to:

The Training Manager

AGE Technologies

50 Charl Cilliers Street

Alberton North, 1456

South Africa

Phone: (+27 11) 869 3925

Fax: (+27 11) 869 6427

PAYMENT INFORMATION

Payment made payable to AGE Technologies (Pty) Ltd. VAT No:

ABSA Bank, Alberton North

Account Number: 010 65300 148

Branch Code: 631-142

ACCEPTANCE OF TERMS AND CONDITIONS SIGN BELOW AND RETURN BY FAX TO (011) 869 6427

SIGNATURE		DATE	
------------------	--	-------------	--

HOW TO GET TO THE TRAINING CENTRE

