

PO Box 925 Lanseria
 Gauteng South Africa 1748
 Northgate Office Park, Profit Street
 Block 4B, Northgate
 Tel: [0]11 – 462-0982
 Fax: [0] 86 566 4094
 Email: info@workinfo.com
 URL http://www.workinfo.com
 URL http://www.caselaw.co.za

REGISTRATION FORM 2012

BOOKING CONFIRMATION OF:

Course	
Date	
City	

Email:	michelle@workinfo.com
Fax:	086 566 4094
Tel:	011 – 462-0982/083 232 2004

(PLEASE USE BLOCK PRINT)

Company: _____
 (A tax invoice will be issued in the name recorded in the space immediately above)

Co. Reg. No: _____

Vat Reg. No: _____

Physical Address: _____

Postal Address: _____ Code: _____

Tel: _____ Fax: _____

E-mail: _____ Cell number: _____

Signature: _____
NB: I hereby acknowledge that I have read and that I understand all the terms and conditions of my registration.

Payment method:

- Electronic transfer/direct deposit **must be validated by faxed copy of transaction slip.**
Nedbank, Musgrave:
Account number: 1301 196 088 Branch code: 1301 26 10 Acc. Type: Cheque
- Company order number: _____ (Please fax official order form: 086 566 4094)
- Cheque payment – Cheque number: _____
(Made out to Workplace Performance Technologies (Pty) Ltd)

Attendees:

NAME & SURNAME	DESIGNATION	ID NUMBER

Please include any special dietary requirements: _____

Other special requirements eg. Wheelchair access: _____

To make sure your payment is done timeously please provide the following information:

Main Finance contact person: _____

Contact number: _____ Email: _____

TERMS AND CONDITIONS

CANCELLATIONS / POSTPONEMENTS

ALL BOOKINGS ARE CONFIRMED BY EMAIL.

Public Workshops

Circumstances beyond the organiser's control could necessitate the replacement of a trainer, cancellation or postponement of an event. Should an event be cancelled / postponed by Workinfo.com, Workinfo.com will issue a refund. Changes to the programme (e.g. content/topics, facilitators, and venue) are at the discretion of the event organisers. We are not responsible for any loss or damage incurred, as a result of such changes or cancellation / postponement of an event. All rights reserved.

1. On receipt of a booking form an official confirmation and pro-forma invoice will be sent by email.
2. If you do not receive a confirmation email please contact Michelle to confirm if your form has been received.
3. A tax invoice will be issued directly after the workshop.
4. In the event of unforeseen circumstances the organisers reserve the right to change the venue/and/or dates.
5. Certificates require SUCCESSFUL completion / full attendance of the course

In-house Workshops

Circumstances beyond the organiser's control could necessitate the replacement of a trainer, cancellation or postponement of the training date. Should the training be cancelled / postponed by Workinfo.com, a new date for the training will be arranged. Changes to the programme (e.g. content/topics, facilitators) are at the discretion of the event organisers. We are not responsible for any loss or damage incurred, as a result of such changes or cancellation / postponement of an event. All rights reserved.

1. On receipt of a signed quotation an official confirmation will be sent by email.
2. If you do not receive a confirmation email please contact Michelle to confirm if your quote has been received.
3. A tax invoice will be issued directly after the workshop and payment must be made as soon as possible.
4. The invoice will reflect the minimum number of delegates confirmed on the quotation. If less than the minimum number attend the client will be liable for the minimum number of delegates confirmed on the signed quotation.
5. Certificates require SUCCESSFUL completion / full attendance of the course

WHAT IF I HAVE TO CANCEL OR CHANGE DATES

1. If you cancel two (2) weeks or more prior to the event a 10% cancellation fee will be levied. Thereafter the full fee is payable.
2. If you cancel less than two (2) weeks prior to an event you may:
 - A. Request and new date;
 - B. Nominate a substitute for workshops.
 - C. Pay 100 % penalty
3. Only written cancellations will be accepted.
4. If no written cancellation is received you are liable for 100% of the cost of the workshop.

METHODS OF PAYMENT

1. BANK TRANSFER. Please use your invoice number as your reference number on the transfer.
2. CHEQUE PAYMENT: Made payable to Workplace Performance Technologies (Pty) Ltd.

Kindly e-mail or fax proof of payment to:

Michelle du Toit:
Tel: +27 (0)11 462-0982(Office)
Fax: 086 566 4094
Cell: +27 (0)83 232 2004
Email: michelle@workinfo.com

BANKING DETAILS

Company: Workplace Performance Technologies (Pty) Ltd
Bank: Nedbank
Branch: Musgrave
Acc. No.: 1301 196 088
Branch Code: 1301 26 10
Account: Cheque