

# 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: norman@age.co.za  
 SI Training Web Site: <http://www.age.co.za/training>

**PLEASE PRINT IN BLACK INK**

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**

<b>SIGNATURE</b>		<b>DATE</b>	
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# HOW TO GET TO THE TRAINING CENTRE

