EDUTEL GROUP OF COMPANIES: BOOKING FORM
PLEASE SIGN and forward to ELSABE at: <u>EMAIL</u>: workshops@edutel.co.za
WORKSHOP: SKILLS DEVELOPMENT FACILITATOR TRAINING

CHOICE OF TOWN
(JHB/DBN/CPT): _____ DATES OF WORKSHOP: _____

NAME OF CANDIDATE: _____

IDENTITY NUMBER: _____

COMPANY, IF APPLICABLE: _____

COMPANY VAT REGISTRATION NUMBER, IF INVOICE REQUIRED: _____

POSTAL ADDRESS OF BODY/PERSON RESPONSIBLE FOR PAYMENT: _____

_____

TEL NO's: (Work)_____ (Fax) _____

(Home) _____ (Cell) _____

E-MAIL ADDRESS: _____

PLEASE INDICATE (IF APPLICABLE): HALAAL ☐   VEGETARIAN ☐   NORMAL CATERING ☐

Cost of Programme: **4 Day Workshop**   =   **R8 250.00**

Payment:
- Full payment or **50% deposit** in bank account (kindly **email a copy of your deposit slip** to Elsabe on the above email address).
- Balance to be paid before the workshop.
- Payment (or balance of payment) – Bank guaranteed cheques only.
- Proof of payment (deposit slip or electronic transaction). Deposit slips or electronic transactions to reflect the delegate's name or Invoice number and date of workshop.
- Government Order Form: Delegates working for governmental departments are to email through the order form to Edutel before the workshop.
- Letter of undertaking for payment from employer if learner' course fees are being paid by the employer – to be attached to the booking form. Purchase order also needed if company does use PO number for approval of workshop.

HOW WILL YOU MAKE PAYMENT? _____

DEPOSIT AT BANK ☐   BANK TRANSFER ☐   CREDIT CARD ☐
Do not forget to email your proof of payment through – before the workshop commences -   If paying by credit card, please apply for credit card form.

I hereby agree to and accept, that should I cancel my attendance on the programme within 7 working days prior to the programme commencing and/or I do not attend the programme, I will be liable for 50% of the programme fee.

Signature of Candidate: *Date:*

Banking details are as follows: Account Name – Edutel Skills Development (Pty) Ltd, ABSA Bank, Horizon. Branch Code 630 841, Account Number: 405 349 8561

Details regarding times and directions to the venue will follow.

Please note: Edutel reserves the right to postpone or cancel a workshop should the number of bookings not justify the presentation of the workshop.