

COURSE REGISTRATION FORM

Registration process:

1. Print this Course Registration Form, complete the details, including a signature from a duly authorised person, and Fax it to Tammy, InfoBlueprint Training Administrator, on FAX Nr 021 555 0854
2. An Invoice will be sent to the Invoicing contact person at the address supplied.
3. Upon receipt of payment, confirmation will be sent to each participant's email address as indicated on the Registration Form.

Please reserve the following places on Courses as indicated below: (Use additional forms if necessary)

Course Name: _____ Location: _____ Date: _____

| Title | First Name | Last Name | Tel. Nr | Email Address | Fee |
|-------|------------|-----------|---------|---------------|-----|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Course Name: _____ Location: _____ Date: _____

| Title | First Name | Last Name | Tel. Nr | Email Address | Fee |
|-------|------------|-----------|---------|---------------|-----|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

These reservations and total Fees of R_____ (ex. VAT) are authorised by:

 Title First Name Last Name Position / Department Signature

Please send Invoice to:

 Title First Name Last Name Position / Department Email address

Company Name: _____

Address: _____

Notes:

- All Fees are 'Ex. VAT'.
- Payment is required in advance of the course.
- Refreshments are included on all courses.
- Daily Lunch is included on all courses except on Half-Day courses.
- Course is subject to a minimum numbers of registered participants. If course is cancelled, fees paid will be returned.

Cancellation Policy:

- Cancellation received at least 15 days before Course start date: Full Fee returned
- Cancellation received 14 to 7 days before Course start date: 50% of Fee returned
- Cancellation received less than 7 days before Course start date: No Fee returned.