



Proto Aid Consultants and Training

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BOOKING FORM

(Please print, complete, sign and return)

DATE:		Reference no: (Office use only)		
COMPANY:		CONTACT PERSON:		
ORDER NUMBER:		COMPANY VAT REGISTRATION:		
TEL:	FAX:	CELL:		
CLIENT ADDRESS:		POSTAL ADDRESS		
TRAINING VENUE:				
COURSES	DATES	No of DELEGATES	STARTING TIME	VENUE
1.				
2.				
3.				
For Office use only				
INSTRUCTOR	DATE	COMMENTS		
1.				
2.				
3.				

Notes:

1. Due to the number of certificates which have to be reproduced due to incorrect spelling of Names we request that you kindly supply us with copies of ID documents or a typed list of learners including Initials, Surname and ID Number, which should be forwarded to Proto Aid Consultants prior to commencement of the course.
2. In the event of cancellation of training courses within 7 days of commencement of a course, a cancellation fee of 50% of the quoted fee for the course will be charged. In the case of cancellation of a course within 2 working days of the commencement of a course, a cancellation fee of 100 % of the cost of the course will be charged.
3. Learners who are not available as per this booking form, and who are not replaced for training on the scheduled days, will be charged for.
4. Only fully completed forms will be accepted as booking confirmation by Proto Aid Consultants.

Signature _____

Date _____

Position _____