



**It is imperative that all fields are completed. Without completion, we cannot process registrations.**

**Invoicing Details**

Invoice required Yes  No

Name of Person responsible for payment

Position in Company  E-mail.....

Tel no W    Fax no

Company Name .....

Company Postal Address .....

Company Vat No.

**METHOD OF PAYMENT Payment, or proof thereof must be received prior to the training**

**NOTE** No certificates will be generated up until full proof of payment is received by the course organiser. For payments received after the course is completed, the onus is upon the company or individual's to collect.

Cash		Bank Deposit		EFT	
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## IMPORTANT INFORMATION

**All fees are payable in advance**

- Registration is only confirmed on receipt of full payment.
- Customers will be invoiced on request.
- All invoices must be paid within 30 days of receipt.
- Course hours are from 08h00 to 16h00.
- The School reserves the right to postpone, cancel or change the venue of courses should the need arise. Full fees will be refunded on request.

**Cancellations**

- Cancellations of a confirmed booking five or more business days prior to the course, we will levy cancellation charges of 50% of the course price, subject to any applicable law.
- Cancellations less than five business days prior to the course and non-attendance will result in a charge of 100% of the course price, subject to any applicable law.

**Payment**

- Electronic transfer or direct deposit into our bank account, must be validated by a faxed copy of the transaction slip clearly identifying the learner(s), course and your company name to ensure that your payment is correctly allocated. Please include the reference number reflected on your quotation.

**Banking details:** Standard Bank  
Branch: Midrand

Branch code: 00 11 55 Account No: 202 493 784  
Swift code: SBZAJJ

I have read and understood the above: SIGNATURE .....

NAME IN BLOCK LETTERS .....

**Safety requirements** Safety shoes and long trousers are compulsory for all laboratory sessions.

