

Onsite Booking Request Form

Return completed form to: training@forysthestraining.com.au

Step 1 Order/Booking Contact

Company		Contact name	
Contact email		Contact phone	

Step 2 Invoicing details

Invoice address			
Suburb & postcode			
Email invoice to			
Accounts contact		Accounts phone	

Step 3 Course Details

Course/s		Client/Customer	
Customised units			
Course date/s		Course time/s	
Agreed Price		No. of participants	
Training address			
Site access times		Site contact	
Site contact phone		Site contact email	

Training room provided?	Yes / No	PCs in the training room?	Yes / No
Laptops required?	Yes / No	Does the room have internet access?	Yes / No
Does the room have WiFi access?	Yes / No	Is there a data projector available?	Yes / No
Catering provided for the participants	Yes / No. Details:		
Catering provided for the trainer	Yes / No. Details:		
Is parking provided?	Yes / No. Details:		
Special requirements	Yes / No. Details:		
Safety/security requirements	Yes / No. Details:		
Dress requirements	Yes / No. Details:		

Step 4 Payment Method

Payment Method (tick) *Please ensure the details provided in Step 2 are correct *An invoice will be emailed to you the Friday after your course commencement date.	<input type="checkbox"/> Direct Deposit (Deposit funds into Forsythes Training Account: NAB Newcastle, BSB 082-748, Acct 138 578 788)
	<input type="checkbox"/> Credit Card (A 3% processing fee applies to all credit card payments – capped at \$25. Payment can be made online or over the phone)
	<input type="checkbox"/> Purchase Order (Pre-approved account holders only – please ensure a copy is emailed) PO number:
	<input type="checkbox"/> Cheque (Please make cheques payable to Forsythes Training)

Step 5 Notes, comments or additional instructions

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Step 6 Terms & Conditions

BOOKING CONFIRMATION: Bookings will be confirmed via email prior to course commencement. Forsythes Training does not guarantee your booking until a confirmation is sent out.

PAYMENT POLICY: With the exception of approved Corporate Accounts all course fees must be paid 10 days prior to course commencement. For approved Corporate Accounts, payment is due 30 days from date of invoice. Failure to comply with the 30-day credit period will necessitate payment in advance for future training. Please note: A Purchase Order must be raised and sent through prior to training. For further information on our payment policy, please see the student handbook which is located on our website at www.forysthestraining.com.au.

CANCELLATION/REFUND POLICY: The full course fee is charged for cancellation of any booking within 10 working days of course commencement. Requests for cancellations or transfers must be received in writing and acknowledged by Forsythes Training. Please refer to Forsythes Trainings cancellation/refund policy in the student handbook which is located on our website at www.forysthestraining.com.au for further details.

RESCHEDULED COURSES: Forsythes Training makes every effort to deliver courses on the scheduled dates. However, when necessary, Forsythes Training reserves the right to, without notice, change course schedules, discontinue courses, modify courses, limit class sizes and refuse entry to a course.

**I have reviewed the booking details and confirmed the course details

**I agree to comply with the displayed Terms & Conditions

Your Name: _____

Date: _____