



Presentation Software Training

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500
 Phone: 021 914 0850 / 086 191 4085
 Fax: 021 914 0136 / 086 634 6330
 Cell: 082 894 6643
 Email: psttraining@iafrica.com

Computer Training Room Booking Form

Company	
Contact Person	
Designation	
Postal Address	
VAT Number	
Telephone	
Fax	
Date(s) Required	

REQUIREMENTS

Venue Required (tick applicable box)	Training Room 1 (seats max 8 people)		Training Room 2 (seats max 10 people)		Training Room 3 (seats max 8 people)	
Additional Equipment Required ⁽¹⁾						
Other Requirements						

⁽¹⁾ The following equipment & stationery are included as standard items: White Board & Markers; Data Projector; 1 x Computer per delegate (Flat Screen); 1 x File/Pen/Paper per delegate.

TRAINING PROGRAM

Arrival Time ⁽²⁾	
AM Tea Time	
Lunch	
PM Tea Time	
Conference Close ⁽²⁾	

⁽²⁾ Training venues available from 09h00 to 17h00. Alternate or extended schedules must be arranged with PST.

COSTS

Full-day package ⁽³⁾ R350 per person per day (excl. VAT)	Number of delegates (incl. facilitators)		Cost	R
			VAT at 14%	R
			Total	R

⁽³⁾ This includes: Tea/Coffee - Arrival; Tea/Coffee with Biscuits & Muffins - Mid morning; Set menu or finger lunch - Lunchtime; Tea/Coffee - Late Afternoon; Standard Training Room Equipment; Venue Hire; Water & Mints; 1 x File/Pen/Paper per delegate.

I hereby acknowledge that I have read and understand all of the terms and conditions of this registration.

Name and Surname	
Signature	
Date	

Please fax completed form to 021 914 0136 or 086 634 6330.
 For further information please contact us on (Phone) 021 914 0850 / 086 191 4085 or (Cell) 082 894 6643.



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Terms and Conditions for use of Training Room Facilities

Hours

Facilities only available from 09h00 until 16h00 daily. Alternative arrangements can be negotiated.

Rates

The rates quoted are valid for 30 days and exclude 14% VAT.

Reservation Policy

Final numbers are required 48 hours prior to the function and will be charged accordingly. Please note that no bookings are confirmed until proof of deposit is received. Kindly fax a copy of the deposit slip to 086 634 6330. Full pre-payment is required 48 hours prior to the function.

PST Banking Details

Presentation Software Training
Standard Bank
Tygermanor Branch
Branch Code : 020009
Account Number : 071577262

All payments are strictly C.O.D. Accounts that are in arrears will be handed over to our attorneys for collection. Any related collection fees will be for the defaulter's account.

Special Dietary Requirements

Vegetarians can be catered for.
Kosher and Halaal – outside catering can be arranged on request.

Cancellation Policy

0% if cancelled 7 working days prior to arrival
50% if cancelled 5 working days prior to arrival
100% if cancelled 3 working days prior to arrival

- An e-mail can be sent to our following e-mail address: psttraining@iafrica.com
- As soon as we have received your request, one of our sales consultants will reply with a confirmation and provide you with a reference number.
- Should you not have received such a confirmation within 24 hours, it will be your responsibility to follow up the request telephonically, to ensure that it has been noted.
- Your confirmation/postponement will only be valid if you are in possession of such a confirmation from our office.
- If not – you will be liable for the total fee.

General

No adhesive of any kind may be used to attach anything on the walls.
Artwork/pictures on the walls may not be moved or have anything adhered to them.
Computer Training Room – No Software may be installed on the computers without prior agreement from Marilee Laubscher – Owner of Presentation Software Training.
The use of personal storage devices e.g. USB flash drives on PST computers are strictly prohibited.
Specific document on computer training facilities to be signed by client.
Computer Training Room – strictly no drinking or eating near computers.

Disclaimer

Presentation Software Training will not be held liable for any loss or damage to any client's belongings whilst on the premises. The Client shall be responsible for any damage to the allocated rooms, furnishings, utensils and equipment therein, caused by any act or omission of the Client or Employee of the Client.

Date _____

Signed _____