



Knowledge Base Sales (Pty) Ltd
Company Reg No 2003/005760/07

ALLYCAD TRAINING RESERVATION FORM – ALL REGIONS & INTERNATIONAL

FAX THIS FORM TO THE OFFICE BELOW THAT COVERS YOUR REGION:

Please complete the sections below and FAX IT TO THE KNOWLEDGE BASE OFFICE THAT FOCUSES ON YOUR REGION so that we can reserve your place. Please complete one form for each individual sent for training.

| OFFICE | REGIONS COVERED | CONTACT NUMBERS | TRAINING COORDINATOR |
|--------------------------|--|--|-------------------------|
| CAPE TOWN (HEAD OFFICE): | Western Cape, Eastern Cape, Namibia & International | Tel: +27 21 701 1850 Fax: +27 21 701 1822 | Shantell@knowbase.co.za |
| JOHANNESBURG OFFICE: | Gauteng, Limpopo, North West Province & Botswana | Tel: (011) 675 3959 Fax: (011) 675 3958 | Barbara@knowbase.co.za |
| DURBAN OFFICE: | Kwa-Zulu Natal, Free State, Swaziland, Mpumalanga, Lesotho & Zimbabwe | Tel: (031) 566 3323 Fax: (031) 566 3326 | Nalini@knowbase.co.za |

FILL OUT DETAILS OF INDIVIDUAL TO BE TRAINED:

| | | | |
|---------------------|--|-------------------|-------------------|
| FULL NAME: | | TITLE: | (MR / MRS / MISS) |
| EMAIL: | | MOBILE N°: | |
| WORK N°: | | FAX N°: | |
| COMPANY: | | POSITION: | |
| BRANCH/DEPT: | | | |

SELECT WHICH COURSES YOU WISH TO ATTEND AND PREFERRED DATES:

| <u>ALLYCAD COURSES:</u> | <u>COST (Ex VAT)</u> | <u>DATES:</u> |
|-------------------------------------|----------------------|---------------|
| ALLYCAD PROFICIENCY (4 days) | R 9120.00 | |
| ALLYCAD TOOLKIT (1 day) | R 2280.00 | |

SELECT PREFERRED LOCATION TO DO TRAINING

Please mark on the below table where you would like your training to be done. It can be done at one of our offices in Cape Town, Johannesburg or Durban. Alternatively we will hire a training venue in your area if there is enough interest, or can conduct specialized in-house training for local and international users. Depending on requirements and location, costs may vary for in-house training.

| | | | |
|--|--|--|--|
| CAPE TOWN (HEAD OFFICE) South Africa | | BLOEMFONTEIN South Africa | |
| JOHANNESBURG OFFICE South Africa | | NELSPRUIT South Africa | |
| DURBAN OFFICE South Africa | | WINDHOEK Namibia | |
| PORT ELIZABETH South Africa | | IN-HOUSE (Local) South Africa | |
| EAST LONDON South Africa | | IN-HOUSE (International) For International Clients | |

COMPLETE THIS SECTION IF YOUR COMPANY IS PAYING FOR THE TRAINING

| | | | |
|--|--|------------------------------|--|
| ORDER NUMBER: | | DATE: | |
| SUPERVISOR'S EMAIL ADDRESS: | | SUPERVISOR'S NAME: | |
| SUPERVISOR'S DESIGNATION (position in company): | | AUTHORIZED SIGNATURE: | |

PLEASE NOTE:

- ◆ On receipt of the above completed Reservation Form, your enrolment will be reserved and a Pro Forma invoice, directions, accommodation details, etc, will be sent to you. Once payment has been received, your place will be confirmed.
- ◆ A fee of 100% of the training costs will be levied if cancellation occurs a week before the course and 50% if two weeks before the course is due to take place.
- ◆ Should you fall ill, kindly fax a medical certificate to us. In this case the fee will be credited to a future training course.
- ◆ Knowledge Base reserves the right to reschedule a course due to insufficient attendees. Should this occur and payment has already been made, you can either receive a refund or have a credit for a future training course.

OUR BANKING DETAILS

Banking Details: Knowledge Base Sales (Pty) Ltd
Bank: Standard Bank
Branch: Constantia
Branch code: 02530900
Account Number: 071736883

**PLEASE USE THE PROFORMA INVOICE
OR INVOICE NUMBER AS A REFERENCE
WHEN MAKING PAYMENT.**