



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:

ALLYCAD COURSES:	COST (Ex VAT)	DATES:
ALLYCAD PROFICIENCY (4 days)	R 9200.00	
ALLYCAD TOOLKIT (1 day)	R 2300.00	

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.
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