



STANDARD BOOKING FORM AND REGISTRATION PROCEDURE

Thank you for selecting ACORSER as your skills development provider. We are confident that you will find our workshops and courses to be both informative and of long term benefit to you and your organization.

HOW DO I REGISTER?

Capitalize on this unique opportunity to gain access to the most crucial industrial information and expert speakers by attending this event. Secure your place at this workshop by:

WAYS TO REGISTER:

1. TELEPHONE us on (+27) 011 039 1377 / (+27) 011 0500 735 between 08:00 and 17:00 weekdays to reserve your place,
2. FAX your completed registration form to us on (+27 86 568 4730) with your Proof of payment, in order to guarantee your place at this event
3. E-MAIL the completed registration form with your cheque made payable to: info@acorser.co.za or to bookings@acorser.co.za

PLEASE NOTE:

The organizers reserve the right to refuse admission where evidence of full payment cannot be shown. *PAYMENT MUST BE RECEIVED BEFORE THE TRAINING TAKES PLACE. NO RESERVATION CAN BE CONFIRMED UNTIL PAYMENT HAS BEEN RECEIVED.*

FEES: varies depending on the workshops and is (Excl of VAT)

The fee for attending our workshop includes: Documentation and all Study material and includes lunch and refreshments during short break intervals. Payment is required with your registration.

TERMS AND CONDITIONS:

- Cancellations:
 - Cancellations must please be done in writing to us and must be done 14 working days before the Training.
- Substitutions:
 - Registered delegates may be substituted at any time prior to the conference without incurring an additional fee. Please notify this office in writing of the change for: nametags, signs and certificates purposes.
- Payments:
 - Payment must be made within 5 working days from date of receipt of invoice.
- Confirmation:
 - All registrations will be deemed confirmed and subject to these Terms and Conditions

Please pay by cheque or electronic transfer to the following:-

Bank Name: First National Bank
Branch Name: Cresta
Branch code: - 254905
Account: - 62309224137
Name: - Acorser Corporate and Business Consulting
Reference: - Your name or company name.

All cheques must be made out to Acorser Corporate and Business Consulting

Johannesburg Office
 2nd Floor Orion House, 49 Jorrissen Street
 Braamfontein - Johannesburg 2001,
 Gauteng Province; South Africa
 e-mail: info@acorser.co.za / consult@acorser.co.za Tel: (+27) 011 039 1377
www.acorser.co.za Fax: (+27) 86 568 4730
 Reg. No. 2010/077907/23



Booking Form

PLEASE COMPLETE THE FOLLOWING:

Declaration:

I/We have read, understood and agree to be bound by the terms and conditions of this agreement. I/We am/are authorised to sign on behalf of the Company.

Name and date of Workshop: _____

Place of Event: _____

Company Name: _____

Postal Address: _____

Physical Address: _____

Company VAT # :- _____ **Co. Telephone #:-** _____

Number of Delegates: _____

Delegate Name and Surname	Designation/Position	Contact Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Name of Person responsible for Invoice: _____

Email address to send invoice:- _____

Designation: _____ **Cell:** _____

Johannesburg Office

2nd Floor Orion House, 49 Jorrissen Street

Braamfontein - Johannesburg 2001,

Gauteng Province; South Africa

e-mail: info@acorser.co.za / consult@acorser.co.za Tel: (+27) 011 039 1377

www.acorser.co.za

Fax: (+27) 86 568 4730

Reg. No. 2010/077907/23



Name of Person/Dept Responsible for Payment:- _____

Email Address:- _____ Tel# _____

Fax #- _____

Sign: _____ Date: _____

At: _____