

# Group Booking Form



## Organisation - Please use BLOCK LETTERS when completing the enrolment form.

Title	_____	State	_____
First Name	_____	Postcode	_____
Last Name	_____	Phone (w)	_____
Company	_____	Phone (m)	_____
Job Title	_____	Fax	_____
Address	_____	Email	_____
Suburb	_____	Preferred Contact	Post / Fax / Email (please circle)

## Course Details

<b>Date*</b>	<b>Course</b> _____
Preference 1 _____	<b>Venue</b> _____
Preference 2 _____	<b>Start Time</b> _____
Preference 3 _____	<b>Number of Participants</b> _____
Preference 4 _____	*If your first preference is not available, Training Aid Australia reserves the right to enrol you into your second, third or fourth preference.

If you wish to make multiple bookings, or have further requirements please specify

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Payment Details

Invoice will be sent to the company. 50% payment due once course booking is confirmed, then full payment to be made prior to course commencement.

NOTE: Cancellations received within 5 days of course commencement may incur a fee of 50% of the course cost.

Training Aid Australia reserves the right to charge the entire fee to participants who do not attend.

Please view our company refund policy on the Training Aid Australia website.

If you have any queries regarding your booking, please contact the **Training Aid Australia on: +61 2 9011 7911**

## Training Aid Australia OFFICE USE ONLY

Contact Hours _____	Venue (onsite) _____
Trainer _____	Cost \$ _____ per participant
Mobile _____	Total \$ _____

## Client Approval

If you would like to proceed with this booking, please sign below and fax back to Training Aid Australia on: **+61 2 9235 1166**

Full Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Please complete the group booking form and forward to Training Aid Australia with payment

Suite 401, Level 4, 412-414 The Strand Arcade, George Street Sydney NSW 2000 Ph +61 2 9011 7911 Fax +61 2 9235 1166  
Email enrol@trainingaidaustralia.com.au Web www.trainingaidaustralia.com.au