



TRAINING REGISTRATION FORM

CLIENT DETAILS

Company:			
Training Requested By:		Designation:	
Contact Number:		E-mail Address:	

To confirm training please complete the information requested and fax back the signed form to 012 643 0982 or email to hildegard@absalomsystems.com. Receipt of registration form will be confirmed and invoice will be forwarded for payment.

Course Name: (tick where applicable)

- Introduction to SmartHR
- General User and Administrator
- Reports and Exports
- Modular Course: (Please specify which module) _____

Course cost: R1650 per delegate per course [Excl. VAT]

DELEGATE NAME	DELEGATE CELL NO	DELEGATE E-MAIL ADDRESS	COURSE DATE

Terms and Conditions:

Training will only be confirmed once a signed registration form is received - email correspondence is not a guarantee that the training is secured.
 Signed registration form should be submitted no later than 5 working days prior to course dates.
 An invoice will be supplied once signed registration form is received and payment is due prior to attendance of training.
 Cancellations done 4 days prior to the course date will be subject to a 25% administration fee. Cancellations done within 3 days, or less will be charged in full.
 All courses commence promptly at 09h00. Delegates arriving late will be permitted to enter, however course material covered prior to their arrival will not be repeated.
 Should you be unsure as to which course to attend, please contact us for assistance as Absalom Systems will not be responsible if the incorrect course is booked.
 Please let us know if you have any special dietary requirements.

Name of authorized person

* Signature

Date

**I hereby declare that I am authorized to approve training as requested above.*