



Level 8, 40 Creek Street
BRISBANE Q 4000

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info@CTStraining.com.au

Company Name: _____ Date: _____

Contact Name: _____ Phone No: _____

Reservation Details: Scheduled Course Closed Course Onsite

COURSE NAME	LEVEL	COURSE DATES	PARTICIPANT NAME	PRICE

Subtotal _____

TOTAL _____

Payment:

Unless prior arrangements have been made, CTS Training requires payment prior to the course. An authorised Company Purchase Order number is required to process bookings an account for this training. Self funding students are required to pay (cash or credit card) prior to the course commencement.

ACCOUNT on PURCHASE ORDER NO:
VISA AMEX

MASTERCARD

PREPAID VOUCHER
CASH

Disclaimer:

CTS Training will endeavour to place participants on courses of their choice, however reserves the right to change course dates, course pricing, discontinue courses, modify course content, limit class size, cancel courses and refuse entrance to a course.

Bookings are automatically confirmed upon registration.

If a course is cancelled, students will be notified (where possible) at least five (5) days prior to the scheduled course commencement date.

BRN:

Date:

Completed by:

ACCOUNT	Company: _____	Contact: _____
	Division: _____	Position: _____
	ABN: _____	Email: _____
	Billing Address: _____	
	Authorised by: _____	Signature: _____

CARD	Card Number: _____	Expiry Date: _____ / _____
	Card Holder Name: _____	
	Card Holder Signature: _____	

Cancellation/Transfer:

You can transfer or cancel your booking without penalty, provided five (5) full working days notice is given. Payment in full will be required if the transfer or cancellation does not meet these conditions. However, a substitute candidate may attend in your place at no extra charge.

In the event of a transfer within the terms, our clients are asked to pay against the original invoice as no invoice will be generated for the new course date. If your cancellation adheres to the terms and conditions, a full refund will be credited to your account. If payment was made by credit card, the amount will be refunded to your credit card.

CTS Training is committed to meeting certain costs which are non-refundable, therefore, we know you will understand the need to enforce our Cancellation/Transfer policy.

Onsite Training:

When training is being conducted at your premises, the venue, facilities, supply of PCs and setup of training room prior to commencement of the course, lunch and refreshments are the responsibility of the client.