

CUSTOMER TRAINING - COURSE BOOKING FORM

SEND TO: Rockwell Automation
Fax No: + 27 (0) 11 654 9888
Tel No: + 27 (0) 11 654 9700
Attention: Training Coordinator
Subject: Customer Training Booking
Total Pages: One
Date: _____

Rockwell Automation (PTY) LTD
 GMS Training, South Africa
 P.O. Box 7096, Halfway House, 1685
 Riverview Park, Janadel Road
 Halfway Gardens, Midrand
 Tel +27 (0)11 654-9709
 Fax +27 (0)11654-9888
 www.rockwellautomation.co.za

Contact person: Name: _____ Email address: _____

Course Ref:	_____	Course Date:	_____	Number Attending:	_____
--------------------	-------	---------------------	-------	--------------------------	-------

Delegates Full Names and Surname	Delegates Email Address
1	_____
2	_____
3	_____
4	_____

Meal Requests (i.e. Vegetarian, no seafood etc): _____

Our order number is: _____

Person responsible for payment: Name: _____

Email/Telephone number: _____

PLEASE NOTE THAT SHOULD YOU NOT HOLD AN ACCOUNT WITH ROCKWELL AUTOMATION:

1. WE REQUEST THAT YOU KINDLY BRING A CHEQUE FOR THE FULL AMOUNT PRIOR TO THE COMMENCEMENT/ON THE FIRST DAY OF THE COURSE OR,
2. WE REQUEST YOU KINDLY CONTACT YOUR LOCAL ROCKWELL AUTOMATION CHANNEL OR SALES REPRESENTATIVE FOR FURTHER DETAILS ON BOOKING A COURSE.

Registration of delegates will only be accepted on the completion and return of this booking form provided that the course is not fully booked.

Rockwell Automation will not be responsible for hotel accommodation, meals, travel and out of pocket expenses.

Please take note of the terms and conditions as attached to this booking form

Details of training approver/Decision maker:

Name: _____ Fax: _____

Company: _____ Email address: _____

Tel: _____ Signature: _____

The Rockwell Automation Training Centre is an Approved ISETT SETA Centre, APP Number: 01 000 114

LISTEN. THINK. SOLVE.™

Training courses Terms and Conditions

Courses cancelled:

Within 20 working days of the course start date.	25% of standard course price.
Within 10 working days of the course start date.	50% of standard course price.
Within 5 working days of the course start date.	100% of standard course price.

Courses re-scheduled:

Within 20 working days are subject to an administration charge of:	R 250.00
Within 5 working days are subject to an administration charge of:	R 250.00 plus 25% of course price
Course fee will be charged at rate of the new booking.	

Rockwell Automation reserve the right to cancel courses if insufficient bookings have been received. Delegates will be notified and offered an alternative, or the course fee will be refunded in full.

If a course has to be cancelled at the last moment, the fees will be refunded in full however Rockwell Automation cannot be held liable for any other expenses incurred by delegates or their organisation due to cancellation.

All prices are excluding VAT, which will be charged at the current rate.