



Trade Development House, Eden Gardens, 16 Wessel Road, Rivonia, Sandton, Gauteng
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ITRISA's International Trade Training Programme

SHORT COURSE BOOKING FORM

(Please PRINT CLEARLY in block capitals)

Company

Postal address Postal code

Tel Fax Industry sector (e.g. Mining, Food)

Company's VAT registration number, if applicable (for invoicing purposes)

PLEASE BOOK THE FOLLOWING PERSON/S ON THE COURSE* INDICATED:

Name of course Date/s

1. Delegate's first & last names DesignationM/F?

E-mail Direct tel nr Special dietary needs

2. Delegate's first & last names Designation M/F?

E-mail Direct tel nr Special dietary needs

* A separate booking form should be completed for each course on which delegates are being booked.

For a booking to be CONFIRMED, full payment is required at least 6 working days PRIOR to the commencement of a course so that the necessary administrative arrangements can be made. Until such payment is received, a booking – as evidenced by ITRISA simply receiving this booking form by FAX - is only **PROVISIONAL** (which means that no arrangements will be made to accommodate the individual/s concerned on the specified course/s, e.g. catering, printing of support materials, etc.). Payment can be made in one of two ways:

(1) by **cheque deposit** (cheque to be made out to "International Trade Institute of Southern Africa") OR

(2) by **electronic transfer**

into ITRISA's bank account (First National Bank, Rosebank Branch, Account No. 50371106467, Branch Code 253305)

A copy of the bank deposit or transfer slip evidencing payment must be FAXED to ITRISA (fax number 011 807 5321) **along with a copy of this booking form** once payment has been effected. Please specify the name of the company or individual (if the latter is attending the course in his/her personal capacity) in the 'Reference' section of the deposit/transfer slip.

Payment method chosen (please tick):

Direct deposit (cheque) Electronic transfer

Total amount: R

NOTE: In the event of a confirmed booking being cancelled by the company/delegate concerned within **6 working days** of the start of a particular course or a delegate simply failing to turn up on the appointed day/s, a fee of **100%** of the course fee will apply. Should the company/delegate concerned decide to book forward to the next scheduled date/s for that course, **100% of the course fee** will still apply but the **forward booking course fee** will be **discounted by 50%**. All cancellations must be **in writing**. While ITRISA endeavours to hold courses on their published dates, it reserves the right to withdraw or postpone a course at any time. ITRISA also reserves the right to alter the content and fees of its courses at any time.

Contact person (first name & surname) Direct tel nr

Signature Date

ITRISA will acknowledge a booking made (provided this booking form is used) within two days of receipt. **If no such acknowledgement is received** within this period (because, for example, the booking form was not received in the first place due to a fax transmission error), kindly follow up with ITRISA on tel. 011 807 5317.