



(Association incorporated under Section 21)

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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 ..... Designation ..... M/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 three 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) OR
(3) by credit card (application form available on request)

A copy of the bank deposit or transfer slip evidencing payment must be FAXED to ITRISA 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 [ ] Credit card
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, a cancellation fee of 50% of the total course fee will apply. If, however, the cancellation takes place within 2 working days of the start of a course, or a delegate simply fails to turn up on the appointed day/s, a fee of 100% of the course fee will apply. Only FAXED/E-MAILED cancellations, with reasonable justification, will be considered. 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's Course Administrator on tel. 011 807 5317.