

Zolusha Trading cc t/a Professional Solutions  
Reg No : 2004/047601/23 | VAT No : 4860 212 382

P.O. Box 29, Hyper By The Sea, 4053  
e-mail : info@professionalsolutions.co.za

Tel : +27 31 502 6914

www.professionalsolutions.co.za



## Computer Training Room Booking Form

Company	
Contact Person	
Designation	
Postal Address	
VAT Number	
Telephone	
Fax	
Date(s) Required	Start End
No. of delegates per day including trainer	

## Training Program

Arrival Time	
AM / PM Tea Time	Default time for morning tea @ 10am, afternoon @ 3pm
Lunch Time	Default time for lunch @ 12pm
End of Session <sup>(1)</sup>	

<sup>(1)</sup> Training venue available from 08h00 until 16h30. Alternate arrangements must be arranged.

## Costs

Cost as per quotation / Pro-forma invoice	R
VAT @ 14%	R
<b>Total</b>	<b>R</b>

I hereby acknowledge that I have read and understand all of the terms and conditions of this registration.

Name & Surname	
Signature	
Date	

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## Terms and Conditions

<b>Hours</b>	Facilities available from 08h00 until 16h30 daily including weekends. Alternative arrangements can be negotiated.
<b>Rates</b>	The rates quoted are valid for 30 days and exclude 14% VAT.
<b>Reservation Policy</b>	Final numbers are required 48 hours prior to the training session and will be charged accordingly. Please note that no bookings are confirmed until proof of deposit is received. Kindly fax a copy of the deposit slip to 086 625 3333. Full pre-payment is required 2 weeks prior to the booking of the training facility.
<b>Dietary Requirements</b>	Vegetarians can be catered for. All meals served are Halaal – outside catering can be arranged on request and will incur an additional charge. A list of delegates & facilitators dietary requirements will be required 1 week prior to commencement of training.
<b>Cancellation Policy</b>	Booking cancelled 7 working days prior to arrival, 100% payment will be refunded. Booking cancelled 5 working days prior to arrival 50% payment will be refunded. Booking cancelled 3 working days prior to arrival 0% payment will be refunded. An e-mail can be sent to the following e-mail address: <a href="mailto:info@professionalsolutions.co.za">info@professionalsolutions.co.za</a> . As soon as we have received your request, our sales consultants will reply with confirmation. Should you not have received such confirmation within 24 hours, it will be your responsibility to follow up the request telephonically, to ensure that it has been noted. Your confirmation/ postponement will only be valid if you are in possession of a valid e-mail from our office. If not you will be liable for the total fee.
<b>General</b>	No adhesive of any kind may be used to attach anything on the walls. Artwork/pictures on the walls may not be moved or have anything adhered to them. Computer Training Room – no software may be installed on the computers without prior agreement from management. Specific pre registration document to be signed by client. Computer Training Room – strictly no drinking or eating near computers. CCTV in operation for your personal safety and security.
<b>Disclaimer</b>	Professional Solutions will not be held liable for any loss or damage to any client's belongings or their properties whilst on the premises.
<b>Banking Details</b>	Zolusha Trading cc T/A Professional Solutions First National Bank Durban North Branch Branch Code: 220426 Account Number: 620 6656 7002

Date : \_\_\_\_\_

Signature : \_\_\_\_\_