

Sydney Safety Training

"creating a safer workplace"

BOOKING CONFIRMATION

Course Name:	Company Name:
Date of Course Commencement:	Date of Course Completion:
Number of Days Training: Days	Contact Name:
Start Time: 0830	Completion Time: 1600
Phone:	Email:
Training Fee: Per Person	Number of Student Attending:

Venue: Sydney Safety Training – 395 Guildford Road, Guildford

Thank you for choosing SST to assist with your training requirements. Please check that booking confirmation details are correct, complete this form and attendance sheet & return to us at SST by fax, on 02 9892 3662, or email bob@sydneysafety.com.au at your earliest convenience to confirm your training. Please understand that these dates can become unavailable, due to the needs of other clients, if not confirmed.

Lunch: Lunch is not provided at this venue, you will need to bring your own lunch or purchase from the café close by. Tea and coffee facilities are available.

Off-site Requirements: For all off-site training, a whiteboard, chairs and tables, pens & electricity need to be supplied by the venue. A data projector & laptop will be supplied by SST. Please advise if you cannot supply these items.

Student Needs (literacy, numeracy, dietary requirements): _____

Certificates to be posted to:

Contact Name: _____
Postal Address: _____

Billing Information (If different from the above address)

Contact Name: _____
Postal Address: _____

Phone: _____
Email: _____

Payment: Payment will be required 5 days prior to course commencement. Please select payment method below. Should you wish to apply for an account please contact Luke on 02 9892 3422.

Credit Card

Bankcard/MasterCard/Visa Card No.: _____ / _____ / _____ / _____

Expiry date: ____ / ____ Name on card: _____

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Or

Purchase Order Number: _____ (for existing account holders only)

Cheque

Please note: A cancellation fee will be applied at \$50.00 per person if the course is cancelled within 2 days' notice of scheduled start date & time. A cancellation fee of 75% of the full course cost will be charged if the course is cancelled within 24 hours of the course start date & time. If the course is re-booked & completed, 50% of the cancellation fee will be credited back to the customer's account.

Please do not hesitate to contact us should you have any further enquiries on **02- 9892 3422** or email bob@sydneysafety.com.au

Other Requirements:

- Attendees are required to arrive at least 15 minutes prior to scheduled start time.
- Please ensure participants wear enclosed footwear and clean suitable attire.

ATTENDANCE SHEET - PLEASE USE BLOCKLETTERS AND FULL NAME

Number	Participants Name	Signature (To be signed on day of attendance)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
Trainers Name:		Signature: