

Secretarial Conference Booking Form



Should you wish to make a booking please complete the *booking form* and email to bookings@boti.co.za or fax to [086 610 1197](tel:0866101197). Once we receive this form, you will be **provisionally booked**. We will send you banking details for payment. ***Proof of payment will confirm the booking.***

I wish to book _____ (please include Number) person/s for the Secretarial Course / Office Administrator Course to be held on:

28-29 September 2017

The venue will be The Maslow Hotel: 146 Rivonia Road & Grayston Dr, Sandton, Johannesburg, 2031, South Africa.

The price per person is R7999 (including VAT).

Name:

Company:

Address:

Tel:

Fax:

Cell:

E-mail:

Authorized Signatory _____ Designation _____ Date _____

Delegate/s Name/s:

	Name	Role/ Level	Dietary Requirements	Contact No.
1.				
2.				
3.				
4.				
5.				
6.				

Terms & Conditions:

1. Delegates are to be at the training venue by 08h00 in preparation for 08h30 start time. 2. Course fees are due and payable prior to course commencement. 3. BOTI reserves the right to make changes to the course content, trainer, duration and dates without prior notification. 4. Certificates of attendance are issued after successful completion, and settlement of account in full. 5. BOTI will not be held liable for incorrect entry level bookings. 6. No cancellations will be accepted, please ensure you attend on the date specified on the booking form. 7. Rescheduling is required in writing 48 hours prior to course starting date, and attracts an administration fee of R150 per incident. Should written notice not be received within this time period, the course will be invoiced in full and a new enrolment will be required. Substitutions may be made at any time. 8. The student will be expected to comply with the rules and regulations of BOTI and the various buildings in which it is situated. 9. BOTI does not accept any responsibility for any personal injury of any degree or whatever the cause may be, or any loss, whatever the cause, of any personal belonging of any student.