



# Booking Form

2020

<p>Please complete each field, and email back to <a href="mailto:info@2ko.co.za">info@2ko.co.za</a></p>			
<b>Booking Agent</b> (HR/Training Coordinator):		<b>Email address:</b>	
<b>ID Number:</b>		<b>Tel Number:</b>	
<b>Designation:</b>			
<b>Company Name:</b>			
<b>Course Name:</b>		<b>Course Date:</b>	
<b>Location:</b>			
<b>Invoice Details:</b>	Vat number:  Order number:  Address:		
<b>Payment terms:</b>	No discount - within 60 days of course completion		
	15% discount - Two weeks prior to course start date		
	10% discount - Within 30 days of course completion		
	12% discount - Within 5 days of course completion		



# Booking Form

2020

<b>Candidates:</b>	<b>Candidate Name(s):</b>  <b>1</b>  <b>2</b>  <b>3</b>  <b>4</b>  <b>5</b>	<b>Candidates Email Address</b>  <b>1</b>  <b>2</b>  <b>3</b>  <b>4</b>  <b>5</b>
<b>Booking Terms:</b>	<p>By completing and signing this booking form, I commit the above name(s) for training on the specified date. I understand that while this booking is only provisional until payment is made, it is binding. I also understand that 2KO has at its discretion the right to change the course dates (up to one week prior to the course date) at short notice if there are not sufficient confirmed candidates (minimum of 7 delegates).</p> <p><b>Payment:</b> Full payment is required within 2 weeks of submitting the attached booking form. 2KO International works on a “first come, first served” basis and therefore unpaid bookings will not be allocated a firm place on course, until payment is received.</p> <p><b>Personal responsibility:</b> Should the sponsoring company default in payment, the delegate attending the course will be held personally responsible and liable for the course fee. The full payment needs to be received by the end of the month; on the month the course runs/payment was due to be made. If not, legal actions will be taken against the student.</p> <p><b>Late Payments of Purchase Orders:</b> The sponsoring organisation will be liable for an additional late penalty fee (10% of the full invoice amount), where the</p>	



# Booking Form

2020

	<p>organization fails to adhere to the date of payment as stated on the Purchase Order.</p> <p><b>Cancellation Terms:</b> Bookings may be changed or cancelled without penalty up to 14 calendar days prior to the course start date (with a minimum of ten working days' notice). Bookings that are cancelled less than 10 full working days prior to the course are liable for 60% of the total course fee. Bookings cancelled within 7 calendar days of the start of the course, are still liable for 100% of the original course fee.</p>
<p><b>Signature:</b></p>	<p>I abide by 2KO's payment and cancellation terms (as laid out above) which apply to this booking.</p>  <p>Electronic Signature:</p>