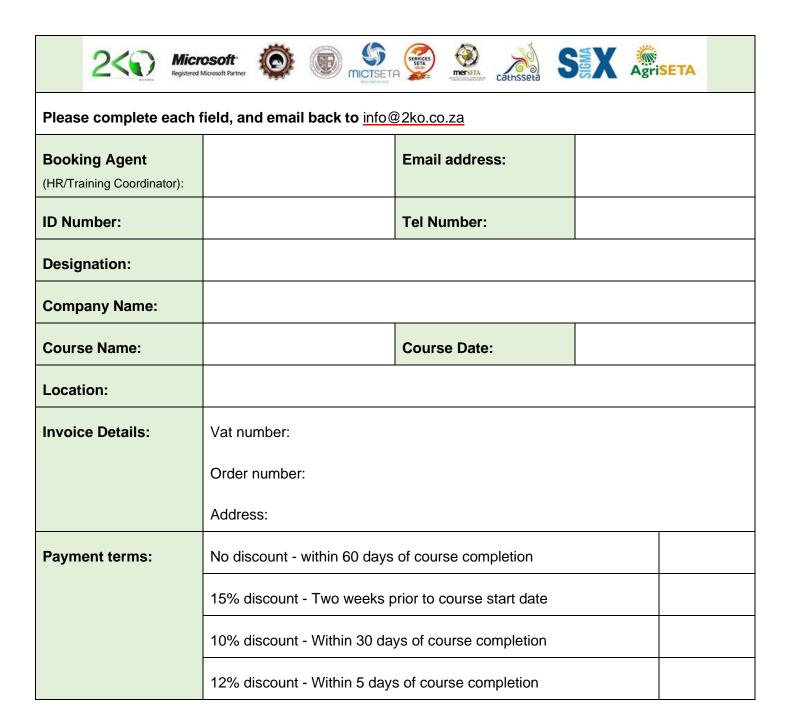


Booking Form

2020





Booking Form

2020

| Candidates: | Candidate Name(s): | Candidates Email Address |
|----------------|--|--------------------------|
| | 1 | 1 |
| | 2 | 2 |
| | 3 | 3 |
| | 4 | 4 |
| | 5 | 5 |
| Booking Terms: | 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). | |
| | Payment: 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. | |
| | Personal responsibility: 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. | |
| | Late Payments of Purchase Orders: The sponsoring organisation will be liable | |
| | for an additional late penalty fee (10% of the full invoice amount), where the | |

organization fails to adhere to the date of payment as stated on the Purchase Order. Cancellation Terms: 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. Signature: I abide by 2KO's payment and cancellation terms (as laid out above) which apply to this booking. Electronic Signature: