

Registration Form

For courses

Title: _____
First name: _____
Surname: _____
Company: _____
Position title: _____
Postal address: _____

Work tel: (_____) _____
Home tel: (_____) _____
Fax No.: _____
Cell: _____
Email: _____

Name of training contact at your company:

Name: _____
Work tel: _____
Work fax: _____

Where did you hear about Knowledge Network®?

Have you attended a course at Knowledge Network® before?

Course and payment details

Name of course: _____
Starting date: _____
Tax invoice made out to: _____

Course fee: _____
Enquiry No.: _____
Payment amount:
In full: _____

How and when will you be paying for your course?

Cash _____ on _____
Cheque _____ on _____
Bank Deposit _____ on _____
Electronic payment _____ on _____

Signed by: _____

Name

Date

How to book, register and pay

- Phone Knowledge Network® to book for your course.
- Complete the Registration Form.
- Fax your Registration Form to Knowledge Network® on 011 803 - 9117.
- An invoice will be generated for you.
- When you have received the invoice, make arrangements for your payment.
- Payment for the course is required in advance of the course starting date.
 - If you are paying by cheque, allow for sufficient time for the cheque to be cleared before the course starting date.
 - If you are paying by bank deposit, write your Invoice No. in the reference section on the deposit slip. Please fax your deposit slip to Knowledge Network® on 011 803 - 9117.

For internal use only

Payment received on: _____
Payment in the name of: _____
Knowledge Network® Rec. No.: _____
Knowledge Network® Enq. No.: _____
Knowledge Network® Invoice No.: _____
Amount: _____

Notes (if any, about special requests for refreshments, or lunches where provided as part of the course fee, or contact times.)

