

BOOKING FORM - DELEGATE AND COURSE DETAILS			
Course Title	Advanced People Management and Empowerment Programme		
Course Date		Course Fee	R 13 990.00 per person
Venue			
Delegate Name / Designation		Landline Cell Email	
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Any Special Meal or Other Requirements:			
AUTHORISING PERSON - Authorised person to book the delegate			
Title (Mr/ Ms etc)		Company name	
First Name		Surname	
Telephone Number		Fax Number	
Cellular Number		Email	
VAT Number		Order Number	
TERMS AND CONDITIONS			
<p>Early booking and payment is essential: Our Online Personality Assessments/course pre-work needs to be sent out to delegates a week before the event and venue bookings confirmed etc.</p> <p>1: Full payment is required within 7 working days of receiving invoice - Payment is <u>required in full before a booking is deemed as confirmed</u> and such payment is required a minimum of ten days prior to the start of the course. Please make payment to:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Nedbank Business Acc: 1088102891 ◦ Branch Code: 198765 ◦ Table View Branch ◦ Swift Code: NEDSZAJJ ◦ Shop E 31 Bayside Shopping Centre 69 Blauuwberg Road Cape Town 7441</p> </div> <p>2. Kavana Consulting reserves the right to refuse entry into the conference should full payment not have been received prior to the commencement of the conference.</p> <p>3: All cancellations to bookings must be made more than 6 working days prior to the start of a course. If a booking is cancelled after this time, or if the delegate fails to attend the course, no refund will be given, and the full course fee and venue/accommodation/personality profiling and printing fees (where applicable) remain payable.</p> <p>4: Delegates may transfer their booking without charge before the start of the course – but the client will be responsible for any additional costs incurred such as personality profile licences, printing etc Please inform our office of any changes prior to the course starting.</p> <p>5: Should the event be cancelled for any reason whatsoever, Kavana Consulting will provide the client with a credit for the event. Kavana Consulting will not be responsible for covering airfare, accommodation, or other travel costs incurred by clients.</p> <p>6: Copyright: All intellectual property rights in the material distributed by Kavana Consulting in connection with this event are expressly reserved and any unauthorized duplication, publication or distribution is prohibited.</p>			
Date:		Authorising Signature: Print Name:	

PLEASE SCAN AND EMAIL THE COMPLETED FORM AND PROOF OF PAYMENT TO
ANDY@DATABASESOLUTIONS.CO.ZA AND CLYDE@KAVANACONSULTING.CO.ZA