

Group Booking Enquiry Form

SECTION 1 – Company / Client Details

Company Name:			
Contact Name:			
Contact Telephone:		Mobile:	
Email:			
Address:			
Suburb:		Post Code:	

SECTION 2 – Training Program Details

Course:			
Date:	/ /	No. of Participants:	
Venue / Location:			

Notes :

Equipment Required:	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Laptop <input type="checkbox"/> Projector <input type="checkbox"/> Projector Screen	<input type="checkbox"/> Lectern <input type="checkbox"/> Flip Chart <input type="checkbox"/> Microphone <input type="checkbox"/> Other :
Facilities Required:	<input type="checkbox"/> Morning Tea <input type="checkbox"/> Afternoon Tea <input type="checkbox"/> Lunch	<input type="checkbox"/> Break Out Rooms <input type="checkbox"/> Lecture Theatre <input type="checkbox"/> Other:

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SECTION 3 – Quote

Investment/Quote:	\$
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Director Determination :

Director Signature :	Date:	/ /
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SECTION 4 – Acceptance & Authorisation

<input type="checkbox"/> All Parties Notified in writing	Initial	Date:	/ /
<input type="checkbox"/> Client has accepted quote	Initial	Date:	/ /