

# 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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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