



Labour Guide

Your Guide to Labour Law

QUOTATION REQUEST FOR IN-HOUSE TRAINING

1) Kindly complete and return this form to:

HR / IR related training

psenekal@labourguide.co.za

hanlie@labourguide.co.za

Health and Safety related training

deidre@labourguide.co.za

tinus@labourguide.co.za

2) An official quotation with a specific reference number will be issued upon receipt.

3) Labour Guide provides online in-house training for groups up to 30 delegates. Quotations are based on the number of courses / sessions requested and not per delegate.

COMPANY AND CONTACT PERSON DETAILS

Company name:		VAT reg no.:	
Physical Address:			
Company telephone no.:		Direct telephone no.:	
Contact person: (name, surname & Title)			
Number of delegates to train:	Please see important information above.		
Online training or physical attendance at your venue?			
Address where training will take place if not online:			
Course name/s:			
Email address:		Cell phone no.:	

TERMS & CONDITIONS APPLICABLE TO THE BOOKING OF IN-HOUSE TRAINING COURSES

- Quotations are valid for 14 (fourteen) working days.
- If accepted, the quotation must be signed and returned to Labour Guide per email (addresses indicated at the top of this form).
- Training date(s) will be discussed and secured only after receiving the accepted quotation.
- Please note that Labour Guide works on a “first come, first served basis” for in-house training date reservations.
- An invoice will be sent to the client pursuant to the acceptance of the quotation and a date for the training has been agreed to by both parties.

TERMS AND CONDITIONS APPLICABLE TO CANCELLATION / POSTPONEMENT

- Cancellation or postponement of an in-house training event due to unforeseen circumstances must be requested in writing at least 14 (fourteen) working days prior to the agreed training date.
- Cancellation or postponement requests must be sent to the responsible course coordinator, setting out the reasons for requesting cancellation or postponement. The cancellation and refund of a paid course, if requested at least 14 (fourteen) working days prior to the agreed date, will be considered, and dealt with on a case-to-case basis by the management of Labour Guide. **The client will remain responsible for any travel and associated cost incurred by Labour Guide at the time of requesting postponement of the agreed training date.**
- If payment has not been made at the time of requesting postponement, if so requested 14 (fourteen) or fewer working days prior to the agreed date, a new date will only be confirmed if payment has been received by Labour Guide for the agreed service/s.
- Postponement of training to another date will only be allowed twice, whereafter the client will forfeit any payment made to Labour Guide in this regard.
- Postponement of training to another date, in the absence of payment of the invoice for the agreed service/s, will only be allowed once, whereafter the client will be required to settle the invoice before a new (third) date will be agreed to.
- Labour Guide reserves the right to postpone an agreed training event due to circumstances beyond its control such as but not limited to public unrest, transport delays, Covid or other health related risks or the unforeseen and unplanned unavailability of the allocated presenter.

TERMS AND CONDITIONS APPLICABLE TO PAYMENT

- Labour Guide must receive proof of payment at least 14 (fourteen) working days prior to the event taking place (except if the training has been officially cancelled or postponed by the client as per the abovementioned conditions).
- Labour Guide may at its own discretion refuse to accept purchase orders as a proof of payment.
- Labour Guide reserves the right to cancel or postpone scheduled training if payment has not been received 14 (fourteen) days prior to the agreed date.
- Labour Guide will under no circumstances be held accountable for any costs associated with the facilitation of the training as far as it relates to *inter alia* venue hire, catering, etc.
- Labour Guide will under no circumstances be held accountable for any losses suffered or costs incurred if the training is cancelled due to non-compliance with terms and conditions as set out in this document.
- A VAT invoice will only be issued on receipt of written confirmation of acceptance of the quotation and after a suitable date for the training has been agreed to.

I hereby agree to the above terms & conditions

Signature
[Authorisation].....

Person acting on behalf of the client

Name

Title.....