

Labour Guide

Your Guide to Labour Law

QUOTATION REQUEST FOR PUBLIC TRAINING ATTENDANCE

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.

COMPANY AND CONTACT PERSON DETAILS

Company name:		VAT reg no.:			
Physical address:					
Company telephone no.:		Direct telephone no.:			
Contact person: (name, surname & title)					
Email address:					
Cell Phone No.:					
Course name/s:					
Number of delegates to attend:					
Delegate's details:		Initials	Surname	ID Number	E-mail address
	1				
	2				
	3				
	4				

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).
- An invoice will be sent to the client pursuant to the acceptance of the quotation.

TERMS AND CONDITIONS APPLICABLE TO CANCELLATION / POSTPONEMENT

- Cancellation or transfer to a later scheduled public training session must be requested in writing at least 14 (fourteen) working days prior to the agreed training date.
- Cancellation or transfer requests must be sent to the responsible course coordinator, setting out the reasons for requesting cancellation or transfer to a later public training session. The cancellation and refund of paid bookings, if so requested at least 14 (fourteen) working days prior to the public training dated, will be considered and dealt with on a case-to-case basis by the management of Labour Guide.
- Transfer request to a later scheduled public training session will only be allowed twice, whereafter the client will forfeit any payment made to Labour Guide in this regard.
- 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 attendance is postponed to a later date by the client as per the abovementioned conditions).
- Labour Guide does not accept purchase order numbers as a proof of payment.
- Labour Guide reserves the right to cancel bookings if payment has not been received 14 (fourteen) days prior to the scheduled training date.
- Labour Guide will under no circumstances be held accountable for any costs associated with delegates attending the training such as travel costs, accommodation, 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

I hereby agree to the above terms & conditions

Signature
[Authorisation].....

Person acting on behalf of the client

Name

Title.....