



TRAINING CENTRE



MICROSOFT OFFICE TRAINING

FAX BACK YOUR BOOKING FORM TO:



(043) 727 1106



(043) 727 0055



dave@astelp.co.za

info@astelp.co.za



2a Berea Terrace
Berea, East London

COURSE	Select	COST	DURATION
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PLEASE INDICATE AS REQUIRED

Tick Required Courses	Amount of People
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MS OFFICE WORD LEVEL 1		R 550.00	1 Day
MS OFFICE EXCEL LEVEL 1		R 550.00	1 Day
MS OFFICE POWER POINT LEVEL 1		R 550.00	1 Day
MS OFFICE OUTLOOK LEVEL 1		R 550.00	1 Day

MS OFFICE WORD LEVEL 2		R 550.00	1 Day
MS OFFICE EXCEL LEVEL 2		R 550.00	1 Day
MS OFFICE POWER POINT ADVANCED		R 550.00	1 Day
MS OFFICE OUTLOOK LEVEL 2		R 550.00	1 Day

MS OFFICE WORD ADVANCED		R 550.00	1 Day
MS OFFICE EXCEL ADVANCED		R 650.00	1 Day

MS WINDOWS 7		R 550.00	1Day
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Company Name			
Company Address			
Code		VAT Reg:	
Tel Number		Fax No:	

PLEASE COMPLETE THE FOLLOWING IN CAPITAL LETTTERS - AS IT MUST APPEAR ON THE CERTIFICATE

Delegate Name 1:		CELL NO	
Delegate Name 2:		CELL NO	
Delegate Name 3:		CELL NO	
Delegate Name 4:		CELL NO	
Delegate Name 5:		CELL NO	
Delegate Name 6:		CELL NO	
Delegate Name 7:		CELL NO	

Special Diet/Food Allergies	
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IMPORTANT NOTICE

- * All prices quoted include VAT
- * Seats are allocated on a first-come-first served basis
- * All Booking Forms must be accompanied by a proof of payment
- * Postponements must be faxed or emailed to the Training Department at least 5 working days prior to the course commencement date or full course fees will be payable
- * Cancellation are only accepted upon written notification at least 10 working days prior to the course commencement date failing which a 20% cancellation fee will be levied.
- * Failure to cancel within 5 working days of the course commencement date will incur full course fees. Substitution can however, be made at anytime.

I herby agree to the above terms and conditions

Applicants Signature:	Date:
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BANKING DETAILS

Acc Name: Astel Projects CC

Bank: Nedbank

Branch: Vincent 120621

Acc No: 1206 046996