



Kerrect Group Pty Ltd
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 Email: safety@kerrect.com.au
 Web: www.kerrect.com.au

To:	
Company:	
Training For:	
From:	
Date:	
No. of pages:	

Thank you for your enquiry. Please find detailed listed below for Height Safety Training Course(s) as requested.

QUOTATION NO:

COURSE DESCRIPTION	
MODULES INCLUDED IN THE COURSE	
TOTAL COURSE DURATION	
PLACES AVAILABLE ON COURSE	
TOTAL PRICE (No GST Applies)	
VENUE	
DATES AVAILABLE AT TIME OF QUOTE	

- Please find attached, comprehensive details of content of each module included
- Quotation is subject to Kerrect's standard terms and conditions
- Please be advised the dates listed above have not been provisionally held for you
- Please check that your preferred date(s) is still available prior to making a provisional booking
- Provisional bookings will only be held for a maximum of 48 hours

We trust the above meets with your requirements. In the meantime if you require any further information, please do not hesitate to contact the undersigned.

Regards

Craig Rowland

SAFETY
 HEIGHT SAFETY SOLUTIONS
 FOR ALL SITUATIONS

ACCESS
 ROPE ACCESS BUILDING
 MAINTENANCE SERVICES

NETTING
 PERSONNEL AND DEBRIS
 PROTECTION NETTING

RIGGING
 SKILLED & EXPERIENCED
 SCAFFOLDERS & RIGGERS

YOUR ONE STOP SOLUTION FOR
TOTAL ACCESS SERVICES



Booking Conditions

Course Reservations

Provisional Bookings

- To make a provisional booking contact Kerrect on telephone 02 9519 9244
- To secure your reservation, a completed booking form should be received within 48 hours of provisional booking.
- Your booking will automatically be released if the booking forms have not been received within this time.

Course Booking Conditions

Reservations

- We can only guarantee to hold a reservation, which has been confirmed by a completed booking form returned, with a purchase order number, signed and dated, either by post, fax or email.

Joining Instructions

- On receipt of written confirmation we will issue complete instructions and confirmation of training course.
- Course handouts are included in fee (see modules for details in full).

Payment

- **Full payment** for the course can be made by cheque or by EFT and must be received **10 working days** prior to commencement of course *unless by prior agreement from Kerrect*. If a course is booked within 10 working days of the course, payment in full must be made at that time. Certificates and ID cards cannot be released until the account has been paid in full.

Cancellations

- Cancellations received in writing more than 10 days prior to the booked course will be refunded minus a cancellation fee of \$50.00.
- Cancellation of course after this period will be charged in full or a substitute delegate can be nominated.

Kerrect reserves the right to alter or cancel dates and/or changes of venues without liability. We reserve the right to change course content in line with market demands, where appropriate.

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**Kerrect Group Pty Ltd
Work Safely at Height Safety Course Booking Form**

Thank you for choosing Kerrect. Please photocopy this form so you can use it as many times as you wish

Please complete the details to reserve a place(s) on of our Height Safety Courses.
Once completed, please fax this form direct to us on: 02 9519 0699 or by email to safety@kerrect.com.au.

Contact Name: _____

Job Title: _____

Company Name: _____

Company Address: _____

Post Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Website: _____

Delegate and Course Details

Course Title: _____ **Course Date:** _____

Venue: _____ **Agreed Costs:** _____

Delegates Names:

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.

Kerrect Group Pty Ltd Course Transfer and Cancellation Policy

I have read and understood Kerrect Group Pty Ltd's Terms and Conditions of Booking.

Authorized Signature: _____

Name & Job Title: _____

Date: _____

Purchase Order No: _____

Please Invoice My Company Address: Yes/No

(Please ensure the address above is the same as the invoice address, if not please specify the correct invoice address on letter headed paper.)

Payment Details: please tick Cash EFT Cheque

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Kerrect Group Pty Ltd
Work Safely at Height Safety Course Booking Form
Continued-Off Site Training Only

This form is to be completed if you are booking a training course to be delivered at a location of your choice.
Please complete all sections below to ensure that the Kerrect Instructor is able to prepare fully for your course.

Company Name: _____
Course Date: _____
Site Address: _____

Postcode: _____

Site Contact or Key Holder: _____

The contact must be available on the day that the training will take place!

Contact Mobile Phone Number: _____

Facilities Required:

Is on site parking available for the instructor? **Yes/No**
If not, where will our trainer park? Please supply address

TO ENABLE OUR TRAINER TO ARRIVE AT YOUR SITE WITH REQUIRED EQUIPMENT WE NEED YOU TO MAKE AVAILABLE CAR PARKING FACILITIES.

For theory courses you will need to make available a classroom large enough to accommodate the amount of trainees attending.

For practical courses you will need to provide a suitable structure for training, if you are unsure of what is required please contact us and we will provide further details.

Please supply a brief description of location/structure to be used:

Are there any additional hazards or environmental issues that the instructor should be made aware of? If so, please detail below:

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