



NEWCASTLE COMPUTER TRAINING

18 Wood Street, Newcastle West, NSW, 2302 Ph: 4962 4040 Fax: 4962 4141

BOOKING CONFIRMATION FORM – ROOM HIRE

Dates Required:

Times Required:

No. of participants:

Trainer Name (if given):

Participant Names (if given):

- | | | |
|----------|-----------|-----------|
| 1) | 6) | 11) |
| 2) | 7) | 12) |
| 3) | 8) | 13) |
| 4) | 9) | 14) |
| 5) | 10) | |

Lunch Required:

Lunch Requirements (eg. Special dietary needs):

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.....

Other Requirements:

.....
.....

Your Contact details:

Company

Phone

Fax No.

Payment options:

Cheque – made payable to “Newcastle Computer Training”

Direct Deposit – St George Bank, BSB: 112-879, Acct.#: 0435 388 21

Fax or Email this form and send the deposit to confirm your booking.

Please note:

- \$605 (Inc GST) single 7.5 hour day, less for extended hire, most facilities inclusive. Includes reasonable internet usage.
- NOTE: Room Hire requires 25% Booking Fee - Refundable if we can reallocate room.