



THREE GREEN APPLES CONSULTING

Keeping Business Simple

TGA Training Workshop – Participants Booking Form

Please complete all the details below, and return the form back to Three Green Apples Consulting via email/fax

1. Participant Information

Title		First Name		Surname	
Job Title				Department	
Email				Cell No:	
Company					
Postal Address				Telephone Number	

2. Workshop Information

Please state the details of the workshop/session you would like to attend

Workshop Title	HR METRICS				
Date	9 TH & 10 TH DECEMBER 2013				

3. Payment Details

Payment Method:

Invoice Me		Enclose a cheque payable to Three Green Apples Consulting Limited. Cheque Number:
------------	--	---

Invoice the Company referencing the following purchase order number (A copy of the purchase order must be attached)	
Invoice to be addressed to the Attention of (Name)	
Invoice to be addressed to the attention of (Job Title)	

Terms & Conditions: Payment for the workshop will need to be settled in full by **10 working days before the workshop begins** to register as a participant. No participant will be allowed to attend the workshop should any fees be outstanding. Cancellation needs to be done by 7 working days before the workshop begins or the participant will be responsible for full payment. A participant who is registered and does not attend the seminar will still be liable for the full payment.

I hereby acknowledge that I have read, understand and will abide by the terms and conditions contained herein.

Signature

Date

Return this form to 7th Floor Hughes Building, Muindi Mbingu Street, email, or fax to 254 (0)20 2215956