

COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Sep'19	Oct'19	Nov'19
SAGE BUSINESS CLOUD ACCOUNTING 2 FULL CONSECUTIVE DAYS (9:00 - 16:00)	The comprehensive training course covers the set up and in-depth processing within the Sage Business Cloud Accounting product. This course will help you learn to manage your business in an online environment. Click here	PTA	On request	On request	04-06
		PTA	02-04	01-03	07-08
SAGE BUSINESS CLOUD PAYROLL 3 FULL DAYS (9:00 - 16:00)	This comprehensive training course covers the legislation, setup and in-depth processing within the Sage Business Cloud Payroll product. This course will help you learn to pay your employees in an online environment. Click here	PTA	02-04	01-03	07-08
		PTA	02-04	01-03	07-08

For more information on group training and assessments, or to book for a course kindly email us!

Class dates and times are subject to change

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Company name _____ VAT Reg _____ Order Nr _____ VIP Acc Nr _____

Your name _____ Tel no _____ Fax no _____ Mobile _____

Postal address _____ Email _____

Food Allergies or Vegetarian of delegate attending _____ Job Title _____

COURSE NAME	NAME AND SURNAME	DATES	VENUE
Sage Business Cloud Accounting			
Sage Business Cloud Payroll			

Terms and Conditions

AccTech Systems Cancellation Obligations

AccTech Systems reserves the right to cancel courses for any reason, including when course registrations do not meet minimum levels. AccTech Systems will notify attendees of a cancelled course at least 2 calendar days prior to the course start date. In this case, registration fees will be refunded to the original form of payment. AccTech Systems is not responsible for airfare penalties incurred because of cancelled courses. AccTech Systems will not reimburse registrants for any travel or hotel cancellation fees or penalties.

Attendee Cancellation Obligations

Attendees may cancel or transfer to a different course date without penalty up to 14 calendar days prior to the course start date. Attendees that cancel or request transfers less than 14 days prior to the course start date will incur a R1000 Service Fee. The Service Fee will be charged to the payment method used to originally purchase the course. Cancellations received less than 48 hours prior to the course start time will result in forfeiture of the course fee.

REFERRED BY: _____

DATE: _____

Signed on behalf of the company: _____

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