



Booking Form

First Aid Certification and Training
34 South Terrace
Adelaide
5000

Tel: 08 7226 5936

Email: info@factadelaide.com

Web: <http://www.firstaidcertificationandtraining.com.au/>

Course Date : _____ Start Time: _____

Company or Organization Name _____

Contact Person: _____ Work/Mobile number: _____

Email: _____

Payment Form Attached YES / NO

ADDRESS FOR TRAINING: Please give CLEAR instructions to allow trainer to locate you.

ADDRESS:

*PLEASE ensure trainer has parking with direct access to ensure equipment can be taken in safely.

ADDITIONAL DIRECTIONS _____

SIGNATURE: _____ Date: _____

Return BOTH forms Via Email: Info@factadelaide.com

\$50.00 non-refundable booking fee to CONFIRM course date and time.

- The \$50.00 fee will be deducted from your final invoice however, if you cancel within 10 working days of your booking date there is no refund of the \$50.00 deposit fee.
- There is a **MINIMUM** charge 6 participant, PER course & invoice costs will reflect this. If you have more than 12 students for any First Aid course a second trainer maybe supplied at no extra charge to the booking.
- Any student that has never completed First Aid Training before is required to purchase training materials at a cost of \$25 per person.
- ONLY ONE invoice/receipt will be issued pre-Booking. Any invoice required to be split will require a \$50 admin fee.
- USI numbers MUST be completed and returned prior to course date.
<http://www.usi.gov.au>. This is a government requirement.
- Fee is per person any booking of 10 or more people will receive an automatic hard copy SOA as well as an electronic. Bookings of 20+ will receive 10% off automatically.



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Course Type	Course Length Hours	Cost per Person	Number of students	Number of Students Requiring Training Materials
HLTAID001 Provide Cardiopulmonary Resuscitation	2 Hrs	\$39		
HLTAID002 Basic Emergency Life Support	3-4 Hrs	\$85		
HLTAID003 Provide First Aid (Senior First Aid)	6-7 Hrs	\$89		
HLTAID004 Provide First Aid in a Child Care or Education Setting (Inc: Asthma/Anaphylaxis incident reporting and the Hierarchy of Control).	8-10Hrs	\$129		
2298VIC Provide Basic oxygen	2-3 hrs	\$99		
HLTAID006 Provide Advanced First Aid	10-12 Hrs	\$299		
HLTAID007 Provide Advanced Resuscitation	2 hrs	\$199		
TLIL1101A Manual Handling	3-4 hrs	\$99		
UETTDRRF06B Perform Rescue from a live LV Panel <ul style="list-style-type: none"> Note this course can be completed with HLTAID003 at a fee of \$60 per person 	4 hrs	\$99		
CPCCOHS1001A Working Safely In the Construction Industry (White Card)	6 Hrs	\$89		

Please remember any student that has never completed any First Aid Training is required to purchase a Hard Copy of training Materials.

PAYMENT METHOD – Bank Transfer:



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Company/Organization Name: _____

Contact Person: _____

Company Postal Address: _____ Post Code: _____

Phone: _____

Name of Individual authorizing payment approval for bookings: _____

(Final Account Payment will be as per numbers booked and completed, Final invoice amount may be altered if numbers differ from what is stated above)

Payment Method:

Please tick your approved payment method

Mastercard

Visa

*Payments Via cards are required to be paid 2 working days prior to the start of the course.

Direct Debit: ANZ Account Name: First Aid Certification and Training:

BSB: 015010

Account : 407440307

Cancellation Policy & Terms and Conditions that apply to group bookings:

1. TRAINERS DO NOT ACCEPT CASH ON THE DAY OF COURSES FOR SAFETY AND SECURITY REASONS EFPOS IS AVAILABLE.
2. Bookings not confirmed until we have received BOTH forms completed and signed
3. Payment is required within 7 days of invoice issue date.
4. Please ensure trainer is met, parking arranged if required and we are supplied with mobile contact • Group sizes and prices as stated, as booked on your booking form. If your numbers alter on the course date your invoice will be altered accordingly.
5. Only ONE invoice/receipt will be issued per booking.
6. Certificates posted by registered post to the posting address given above addressed to the Contact person specified.
7. There are no refunds for employees that fail to turn up to booked classes or do not complete required components.
8. If employees leave prior to completion they will not receive a certificate until they have recompleted the full session.
9. Relevant Surcharge applies to all bookings if numbers are less than 4 or less. Group Bookings are for 8 or more. Email Payment form back prior to date of course been held.
10. I have read and understand both the requirements and its terms and conditions prior to signing this booking agreement.

Print Name : _____

Signature: _____ DATE: _____