Hanrob Animal College – Staff Competency Training Companion Animal Handling Training Course Booking Form

Contact Name		
Contact Phone & Email		
Billing Contact		
Billing Contact Phone & Email		
Course Duration		
Date of Course		
Participant's First names	**Participant's Surnames**	**Contact Telephone**

Signature: _____ Date: _____

Training Course Booking Information (PLEASE KEEP THIS FOR REFERENCE PURPOSES)

Booking Procedure and Payment:
Bookings will only be accepted on receipt of a completed Booking Form. Please note that we are unable to accept telephone bookings. Invoicing commences at the completion of the course.
Course fees are inclusive of all training materials and light refreshments. Sandwich lunches are included.

Closing date for bookings:
2 weeks before the proposed course date.

Confirmation of Bookings:
Returned booking forms are acknowledged & confirmed by Hanrob prior to commencement**.** Approximately 5/10 days before the course date you will be sent a confirmation reminder letter together with details on how to reach the venue.

Course Cancellation:
In the unlikely event that a course needs to be cancelled or postponed by either party, as much notice as possible will be given & a replacement course date agreed upon.

Course Venue:
Hanrob Animal College, 1800 Princes Hwy, Heathcote

Course Contact:
Hilton Lees (Training Manager) 0411 334618
Fax: 8508 3255 Email: hlees@hanrob.com.au

PLEASE RETURN COMPLETED BOOKING FORM VIA FAX or EMAIL.

Hanrob Animal College