



[contractsondemand@mweb.co.za](mailto:contractsondemand@mweb.co.za)

P O Box 2091 Houghton 2041 Tel: 087 940 9656

## PROCSA WORKSHOP ORDER FORM

<b>Company Office:</b>				
<b>Street Address:</b>				
<b>Postal Code:</b>		<b>VAT No:-</b>		
<b>P O Box:</b>		<b>Tel:</b>		
<b>City:</b>		<b>Fax</b>	<b>Cell No:</b>	
<b>Postal Code:</b>		<b>Initials:</b>	<b>Email:</b>	
<b>Name:</b>				
<b>Workshop Reference</b>	<b>DESCRIPTION</b>	<b>Price per Delegate</b>	<b>Number of Delegates</b>	<b>Total R</b>
<b>SW1</b>	<b>PROCSA</b> 1 Day Workshop on PROCSA	<b>R2 995,00</b>		R.....
	Workshop Date: 2 <sup>nd</sup> September 2010		<b>Discount</b>	R.....
			<b>Total</b>	R.....
			<b>VAT</b>	R.....
			<b>Total</b>	
<b>Electronic Transfer Or Direct Deposit To Be Made To:</b>		<i>For office use</i>		
<b>Account Name: Contracts On-Demand cc</b>		<b>Sales Executive:</b>		
<b>Bank: First National</b>		<b>Signature: .....</b>		
<b>Branch: Park Meadow Code: 25-66-55</b>		<b>Workshop Order No: .....</b>		
<b>Account No: 622 516 57486</b>				
<b>A copy of this completed Order Form must be faxed to: +27 011 462 2014</b>				
<b>(An invoice will be issued after receipt)</b>				
<b>Name of person authorising:</b> .....				
<b>Position of person authorising:</b> .....				
<b>Date: ..... Signature: .....</b>				

## AGREEMENT TO REGISTER FOR THE PROCSA WORKSHOP

### TERMS AND CONDITIONS

#### Contracts On Demand cc (COD) shall:-

1. Confirm bookings.
2. Reserve the right to cancel any workshop without notice or penalty. (Refunds only for that workshop cancelled, will be made in this case.)
3. Reserve the right to change the date of any Workshop and inform the Client of any change.
4. Substitute Delegate prior to each workshop, if notification is received in writing at least 7 days prior to the relevant workshop. (This will not incur any additional charges.)
5. Accept different people for the workshop as allocated by the Client. (if required by the Client)
6. Produce an Invoice to the Client in electronic format and deliver this Invoice as an e-mail attachment within two days of this Order being received.
7. Do its utmost to ensure that the Workshop runs as planned.
8. Issue an Attendance Certificate to each delegate. (This can be used to apply for CPD points, if appropriate.)
9. Provide Delegates with a Workbook.
10. Provide an annual PROCSA Electronic Service (PES) subscription for the Delegate.
11. Provide a PROCSA Terms & Conditions Document.

#### The Client shall:-

12. Fax the completed Order Form and any Bank Deposit slip to COD.
13. Pay COD within 7 working days of receiving an Invoice in electronic format via e-mail. This payment shall be for the full amount of the Order, and shall be made by the Client, electronically, directly into the Bank account specified on this Order Form and on the Invoice.
14. Indemnify COD and hold them harmless against any loss or damage suffered by the Client as a result of this Order, Agreement and the Workshop.
15. Acknowledge that Copyright in the contents of the Workshop and the Workbook provided by COD, shall at all times, remain vested in COD.
16. Prove by signing the Order, that they have read and agree with these Terms and Conditions.
17. Recognise COD's, PROCSA's and Webber Wentzel's ownership of and title to the trade marks and trade names of the Workshop and all its constituent parts. The Client agrees not to contest the trade marks and trade names used nor to use or attempt to register a trade mark or trade name which is confusingly similar to the trade marks and trade names used.
18. Not cede or assign its rights and obligations under this Agreement.

### GENERAL PROVISIONS

- 17.1 Substitution of Delegates is permitted.
- 17.2. No cancellations will be accepted. No refunds or credit notes will be issued. *Refunds will not be made for 'no shows'*. No shows will be charged the full registration fee. Cash back alternatives will not be offered. Non-payment or non-attendance does not constitute cancellation
- 17.3 Payment must be made in full prior to the Workshop.
- 17.4 COD reserves the right to refuse entry to the Workshop, should full payment not have been received.
- 17.5 This agreement will remain in force until all Workshop planned has been held.
- 17.6 This Agreement constitutes the entire agreement between the parties, and any variation shall have no effect unless confirmed in writing by the parties.
- 17.7 The parties hereby consent to, the jurisdiction of a Magistrate's Court for the adjudication of any dispute arising from this Agreement.
- 17.8 If any provision of this Agreement is held to be invalid, the other provisions shall remain in force.
- 17.9 In no event, shall either party be liable to the other for loss of profit or consequential damages.
- 17.10 This Agreement shall be governed by the laws of the Republic of South Africa.
- 17.10 The parties choose the addresses stated on the Order Form as the addresses where any notice is to be given, in terms of this Agreement.