

## TRAINING REQUEST – InnQuest Australia Training facility.

InnQuest Australia is delighted to provide your staff with the opportunity to enhance their capabilities with the roomMaster Property Management System by providing training, or retraining at your request. Training for staff is a valuable and tax deductible asset to your business but is only totally effective where good planning for the training time is undertaken. We ask you to discuss with staff their particular needs, list on the next page the expectation and outcome of training so that we can evaluate your individual needs and advise on the appropriate amount of time which would be required.

The InnQuest Australia training facility is located at;  
Suite 8, 31 Redland Drive,  
Mitcham Victoria 3132  
[Link direct to google maps.](#)

### Pricing, Terms & Conditions:

Training at the InnQuest offices is charged at \$720.00 per day. Discounted pricing is available to clients that have a current support agreement (and have had for at least 12 consecutive months). Training days at the offices of InnQuest Australia begin at 9am and conclude at 5pm and we have plenty of parking available in the area. Morning & afternoon teas, along with working lunch will be provided by InnQuest Australia.

It is the responsibility of the client to make all travel arrangements to attend training at the InnQuest Australia facility and we are happy to assist with directions and local accommodation options should the need arise.

As you will receive a dedicated trainer for your session (taking them out of our schedule for other clients), full payment is required in advance. Once a signed training request has been received, training will be scheduled tentatively and the invoice for pre-payment issued. Please note that the scheduled training dates will not be confirmed, until the full pre-payment has been received.

<b>Property Name:</b>	
<b>Street:</b>	
<b>City/State/Postcode:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Email:</b>	
<b>Managers name:</b>	
<b>Authorised by:</b>	
<b>Signature:</b>	

Please briefly outline the type of training you are looking for. For example, basic training for new staff, POS training, advanced training, management training etc, or anything else that will help us make sure the right person is assigned to this, and help us prepare properly. Please also indicate the number of staff who will be attending the training and how many days you require.

It may not be possible to cover all of the items you would like, in the number of days you allocate for this. We are very happy to discuss your requirements with you. Please feel free to attach any other document or request you feel is relevant.

Please complete the below so we focus on areas that concern your property (please tick topics you wish to cover).

- Reservations
- Room Availably
- Rates Setup
- Guest and Desk Folios
- Letter Setup
- Cashiering / End of Day
- Travel Agents / Commissions
- Companies / City Ledger Accounts
- Reports
- Additional Modules
  - IQ-Worldlink
  - IQ POS
  - IQ Schedule
- Setup / Configuration
- PCI & Security Compliance

**To help our team better assist you in your training can you please advise on your standard of knowledge in RoomMaster**

- Advanced
- Intermediate
- Beginner

Any additional notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please complete and return both pages of this document to [sales@innquest.com.au](mailto:sales@innquest.com.au) .

**No training booking will be confirmed until both of these forms have been returned and payment received.**