

TRAINING REQUEST – Online

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.

Pricing, Terms & Conditions:

Online training is charged at \$250.00 per two-hour block. Discounted pricing is available to clients that have a current support agreement (and have had for at least 12 consecutive months). Web based training requires a minimum two-hour block to be beneficial and the person/people being trained will also need to be away from their regular work duties so that they can remain attentive and get the most from the training session.

Online training is performed using 'Anydesk'. Once the time and date has been confirmed (taking into account the various time zones) our team member will send a 'Meeting Invitation' which includes a link to download the necessary software and meeting details to be used to log into the training session. It is the responsibility of the client to telephone InnQuest Australia at the agreed time to begin the training session and, if there are any uncertainties logging into the training software to make contact before the allotted time to get further instruction.

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.

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

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 .

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