

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:	

