

## TRAINING REQUEST – Onsite

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, taking into account that our trainer must firstly get to your property and have adequate breaks during the time on site.

### Pricing, Terms & Conditions:

On-site training 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). Onsite training requires a minimum one day, (inclusive of travel time) where one day = 8 hours. If travel cannot reasonably be completed in the same day as the training, then there will be an additional half day charge to cover travel time.

It is the responsibility of the client to fund the travel arrangements and any other associated travel costs including the provision of accommodation and meals (if required). If flights are required, upon receipt of this document signed and returned, the InnQuest Australia team will share the dates and details with a representative from Flight Centre corporate who will research the best flights and respond directly with the flight/travel details and how to confirm and pay.

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. Any expenses incurred during the training will be invoiced at the conclusion of training (taxi, meals not catered for etc...). 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>	

