

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 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.

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).

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

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.