



training order form

Module	Duration	Tick if required
Salon Manager Xpress	2 Hours	
Salon Manager Professional	4 Hours	
Schedule Assistant	2 Hours	
Marketing Assistant	2 Hours	
Wage Assistant	2 Hours	
Financial Assistant	2 Hours	
Online Training Session****	1 Hour	
<p>The standard training sessions will be divided into Introductory and Implementation sections. In order to enhance your training experience, please ensure that you bring the following documentation to your training session for use during the Implementation sections.</p>		
<ul style="list-style-type: none"> Manager Xpress: Sales Dockets, Client Record Card, Service Price List, Supplier Stock Invoice 		
<ul style="list-style-type: none"> Manager Professional: All of Manager Xpress requirements plus Gift Voucher 		
<ul style="list-style-type: none"> Schedule Assistant: A copy of a Daily Booking Sheet, the list of Treatment Room names and Equipment names, Staff Rosters 		
<ul style="list-style-type: none"> Wage Assistant: Staff Salary Structure Sample 		
Session Pricing (Exc VAT)		Tick if required
2 Hour Session	R1200	
4 Hour Session (Must take place on one day)	R2200	
6 Hour Session (Must take place on one day)	R3000	
<p>NOTES ON SESSIONS</p> <ul style="list-style-type: none"> Maximum 6 Hours Per Day Starting Time: 10:00 Finishing Time: 17:00 Lunch between 13:00 and 14:00 4 Hour and 6 Hour sessions must take place on the same day in order to receive the preferential pricing rates. 		
<p>Preferred Training Dates (In order of preference)</p>		
1.		
2.		
3.		
<p>Delegate Details (Max 4 delegates per session)</p>		
Name	Surname	Position

GENERAL NOTES:

- ESP Training is conducted at ESP Offices or at an approved ESP Partner's offices.
- Training will only be conducted on-site by special arrangement.
- ESP on-site training costs do not include travel and accommodation, which will be charged over and above training costs. Please contact ESP for more details on this extra costing.
- ESP on-site training must be at least one full day if travel of more than 50 km is required.
- On Site training will only be done if suitable training facilities and environment are provided. Please contact ESP for more details.
- Online training requires a Modem and Internet Connection.
- Additional costs may be charged if training facilities need to be hired.

COMPANY DETAILS

Company Name	
Trading As	
Address	
VAT Number (NB)	
Business Tel	
Business Fax	
Cell Phone	
Email Address	

TERMS AND CONDITIONS

Payment is to be made in full upon delivery unless terms have been arranged. The goods and services supplied remain the property of ESP until paid for in full including costs associated with training and installation. In the event of non-payment you are in agreement that all legal fees incurred as a result of non-payment will be for your expense.

The purchaser is only entitled to receive what they have ordered and no services are supplied as part of software unless the required services are specifically ordered and paid for.

I _____ (full name) hereby accept the terms and conditions contained herein. Further I confirm that I have the authority to place this order and that it is binding on my company.

Sign _____ Date: _____

For Office Use Only:

Date Confirmed [____ / ____ / ____] Time Confirmed [____ : ____ -- ____ : ____] Updated Client Details [] Invoice Faxed []
 Invoice Printed []

Training to be done by: _____

ESP BANK DETAILS

Payments can be made to: ESP, ABSA Bank, Account Number 404 3610 777, Branch 632005

EVOLUTIONARY SERVICE PROVIDER

| Unit 310, 128 Strand Street, Cape Town | **Sales:** 0860 104 090 | **Support:** 0861 106 203 | **Fax:** 086 675 7221 | sales@esponline.info |
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