

# ROCKINGHAM I.T. SOLUTIONS

Unit 2 / 95 Dixon Road, Rockingham

Phone (08) 6102 2919 Fax (08) 9592 7850

[bookings@rockinghamitsolutions.com.au](mailto:bookings@rockinghamitsolutions.com.au)

## Training room booking request

Name .....

Business name .....

Address .....

.....

Email ..... Phone .....

**\$110 Half day**  AM 9am-1pm or  PM 1pm – 5pm  **\$210 Full Day 9am-5pm**  **\$200 per day 3+ Days**

**Room hire for evenings can be arranged at \$30 per hour from 5pm till 8pm ( Min 2 hours )**

Charges including GST .....

### Equipment requested (Apart from Laptops these are supplied at no additional charge )

Data projector  Projector screen  White board

Hot water urn  Flip Chart  Laptops  Qty .....Charged at \$45 per day.

Other/details .....

**\*I understand and accept the terms and conditions.**

Client signature ..... Date .....

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### OFFICE USE ONLY

Date of booking ..... Start Time ..... Finish Time .....

Total room hire cost .....

Equipment hire cost ..... Total cost .....

### Invoice details

Date sent ..... Amount .....

Date paid ..... Received .....

Returned equipment checked  Room checked