

[Today Date]

[Training Organisation Name]  
[Training Organisation Phone Number]

**BOOKING CONFIRMATION**

Dear [Trainee Given Name],  
  
Thank you for choosing Australia Wide First Aid; the leaders in Innovative First Aid Solutions.

We would like to confirm your booking details into the following first aid course. Please take the time to ensure this information is correct:  
  
**Your Student Number:** [Trainee ID]

**Student Name:** [Trainee Given Name] [Trainee Surname]

**Qualification Code:**  [Qualification Code]  
**Qualification Name:**  [Qualification Name]  
**Fees:** [Workshop Fee Total]

**Course Date:** [Workshop Start Date]  
**Course Start Time:**  [Workshop Start Time] *(Participants are to arrive 15 minutes prior to Start Time)\**

**Course Finish Time:** [Workshop Finish Time]

**Course Location:** [Workshop Venue Street Address1]

[Workshop Venue Street Suburb/city]

[Workshop Venue Street State] [Workshop Venue Street Postcode]

**Directions Link:** <http://www.australiawidefirstaid.com.au/course-locations.html>

*\* Latecomers may not be admitted and will incur a $20 rebooking fee.*

**WHAT TO BRING**

1. Positive Attitude and a clear mind
2. Pen - Black or Blue (No Gel pen or pencils)
3. Notepad
4. Clothing – Comfortable modest clothing
5. Food and drinks are available near venue

**PAYMENT DETAILS**

If you have already made payment, we thank you for your prompt payment. You will receive a Tax Invoice via email shortly.

However, if you have not made payment, please choose one of the following options to secure your booking:

1. **Credit Card** by calling 1300 336 613
2. **ETFPOS** – (Only available at CBD locations nationally)
3. **Bank Transfer**\*\*

**Account Name**: Draper Corp

**BSB**: 084-737

**Account Number**: 394028419

**Bank:**National Australia Bank (NAB)

**Reference:** [Trainee ID] - [Trainee Surname]

*\*\*Please note transfers may take a few days to appear in our account.*

* Please be advised that while your booking has been confirmed, it is not secured until payment has been made. If your payment is not received within 3 working days, your booking will be moved to a waiting list, which may NOT guarantee your position in the course. Please refer to our Terms and Conditions for further information.
* Certificates will not be issued until full payment has been received.

**CONTACT US**

In the event you need to contact Australia Wide First Aid to amend your booking details, you can contact us via the following:

**Phone:** 1300 336 613

**Email:** [bookings@australiawidefirstaid.com.au](mailto:bookings@australiawidefirstaid.com.au) *(For all booking amendments)*

[accounts@australiawidefirstaid.com.au](mailto:accounts@australiawidefirstaid.com.au) *(For all accounts enquiries)*

**Live Chat:** <http://www.australiawidefirstaid.com.au/>

**Facebook:** <https://www.facebook.com/AustraliaWideFirstAid>

**Twitter:** @AWFirstAid

**USEFUL INFORMATION**

**Student Handbook:** [Student Handbook](http://www.australiawidefirstaid.com.au/files/AWFA-Student-Handbook-November-2013.pdf) *(No printing required)*

**First Aid e-Manual:** [First Aid e-Manual](https://www.australiawidefirstaid.com.au/files/AWFAmanual-ed1-website.pdf) *(No printing required)*

**Terms and Conditions:** [Terms and Conditions](http://www.australiawidefirstaid.com.au/terms-conditions.html) *(No printing required)*

Once again [Trainee Given Name], Australia Wide First Aid would like to thank you for choosing us as your preferred First Aid Training provider. We trust your learning experience with us on [Workshop Start Date] is a rewarding one.

Warm regards,

Customer Service Team

National Operations Centre

Australia Wide First Aid

152 Brisbane Street

Ipswich QLD 4305

1300 33 66 13

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

www.australiawidefirstaid.com.au

SIGN OFF:

*Please review this new document, and make any changes in red pen and initial all changes.*

*Once you are happy with the document, please sign off with your approval.*

Customer Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rebecca Scherger

Accounts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michelle May

Sales: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amanda Petersen

Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dianne McCarthy