

**ASM LEARNING SDN. BHD. (1086437-H)**

Suite 901, 9th Floor Menara PJ, Amcorp Trade Centre,  
No. 18, Persiaran Barat, 46050 Petaling Jaya  
Tel: 03-7956 2325 Fax: 03-7960 2326

**TRAINING BOOKING FORM**

DATE : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_  
COMPANY NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
TEL NO. : \_\_\_\_\_ EMAIL : \_\_\_\_\_

**TRAINING DETAILS**

EVENT TITLE : \_\_\_\_\_  
DATE OF EVENT : \_\_\_\_\_  
NO. OF PARTICIPANT : \_\_\_\_\_

**TRAINING/MEETING ROOM STYLE (please tick your request)**

☐ U SHAPE ☐ BOARDROOM ☐ CLUSTER/CABARET  
☐ CLASSROOM ☐ THEATRE ☐ ROUNDTABLE

**TRAINING EQUIPMENT (please tick your request)**

☒ LCD PROJECTOR (FOC) ☒ PA SYSTEM & MIC (FOC) ☒ WIFI (FOC)  
☐ LAN CONNECTION (RM100.00 per day) ☐ LAPTOP (RM150.00 per day)

**MISC SERVICES (please tick your request)**

Training rooms include stationery i.e. pencils, marker pens, blank sheet of paper, flip chart papers/ board, signage, sweets, drinking water & welcome coffee/tea.

☐ PHOTOSTATING (RM0.10 per/piece) ☐ COLOUR PRINTING (RM1.00 per/piece) ☐ SCANNING (RM1.00 per/piece)

**ROOM RENTAL RATE**

**FULL DAY (8 HOURS)** **HALF DAY (4 HOURS)**  
☐ RM750.00 (per day)(Harvard Room) ☐ RM400.00 (Harvard Room)  
☐ RM600.00 (per day)(Cambridge Room) ☐ RM300.00 (Cambridge Room)  
☐ RM500.00 (per day)(Oxford Room) ☐ RM250.00 (Oxford Room)  
9:00 a.m. – 5:00 p.m. 9:00 a.m. – 1:00 p.m. **or** 1:30 p.m. – 5:30 p.m.  
☐ SATURDAY/ SUNDAY ☐ EXTENDED HOURS ☐ PUBLIC HOLIDAY  
50% / 75% surcharge on room rental RM 95.00 (per hour) RM150.00 (per hour)

**CATERING SERVICES**

**FULL DAY** **1/2 DAY**  
☐ MORNING BREAK (tailored to your budget) ☐ COFFEE/TEA BREAK (tailored to your budget)  
☐ LUNCH (tailored to your budget)  
☐ AFTERNOON BREAK (tailored to your budget)

**FOR OFFICE USE ONLY**

APPROVED BY : \_\_\_\_\_ COORDINATOR : \_\_\_\_\_  
DATE : \_\_\_\_\_

*\*NOTE: GST 6% APPLICABLE ON FINAL TOTAL*