



**REGISTRATION FORM**

COURSE LOCATION: HAPEVILLE, GA

COURSE DATES: JANUARY 11-12, 2017

COURSE TIMES: 0800-1600

COURSE FEE: \$200.00 REGISTER THREE AND RECEIVE AN EXTRA SEAT FREE OF CHARGE

AGENCY NAME: \_\_\_\_\_

INDIVIDUAL RESPONSIBLE FOR REGISTRATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

ATTENDEES NAME: \_\_\_\_\_

METHOD OF PAYMENT: INVOICE\_\_\_\_ PAY AT SEMINAR\_\_\_\_ PURCHASE ORDER\_\_\_\_

CREDIT CARD: NUMBER \_\_\_\_\_

CREDIT CARD EXPIRATION DATE \_\_\_\_\_

CREDIT CARD THREE DIGIT CODE \_\_\_\_\_

**A 3.5 % FEE IS ADDED TO CREDIT CARD PAYMENTS**

FAX REGISTRATION TO 1-866-529-6152 ALL PAYMENT INFORMATION IS SECURED

REFUNDS ARE NOT ISSUED ONCE PAYMENT IS MADE BUT CREDITS ARE ISSUED FOR ANY FUTURE TRAINING COURSES SO THE TRAINING FUNDS ARE NOT WASTED. AGENCY NO SHOWS AND CANCELLATIONS WITHIN 5 BUSINESS DAYS TO SCHEDULED CLASS DATE ARE STILL RESPONSIBLE FOR PAYMENT WHICH CAN BE APPLIED TO FUTURE COURSES. PAYMENTS NOT RECEIVED WITHIN 30 BUSINESS DAYS AFTER THE LAST TRAINING DAY WILL BE ASSESSED A \$50.00 LATE FEE.