

Training Class Registration Form



2200 Northlake Parkway, #275
Tucker, GA 30084
Phone: (770) 414-5007
Fax: (312) 896-9094
Email: administration@ledet.com

ACCOUNT REP:

1. Fill out this form on your computer. 2. Print and fax a signed copy to 312-896-9094.

Name & Title:	<input type="text"/>		
Company:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Day Phone:	<input type="text"/>	Night Phone: <input type="text"/>	
Fax Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
How did you hear about our classes?	<input type="text"/>		
Are you pursuing vendor certification?	<input type="radio"/> Yes	<input type="radio"/> No	
Windows or Macintosh Platform?	<input type="radio"/> Windows	<input type="radio"/> Macintosh - Only available in select locations	

Our mission is to meet and exceed your expectations. Please help us to ensure your satisfaction by listing at least three objectives that you hope to achieve by taking this class.

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>

Class Name	City	Date	Student Name	Email	Amount
Total					

Payment Information	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check Enclosed (Please fax a copy with form)
Credit Card #:	<input type="text"/>	Exp. Date: <input type="text"/>
Name On Card:	<input type="text"/>	
Billing Address:	<input type="text"/>	Zip Code: <input type="text"/>
Signature:	<input type="text"/>	

Rescheduling and Class Cancellation Fees

All cancellations and scheduling changes are subject to additional fees and must be in writing. Any class change made at least 10 business days before the first day of class may receive a credit for the amount paid less a \$100 registration fee. With less than 10 days notice but at least 5 days notice, cancellations or rescheduling will result in a 50% credit toward a future class. We are not able to offer credits for no-shows, cancellations or reschedules made with less than 5 business days notice.

While we make every effort to deliver all classes for which we accept registrations, we do reserve the right to cancel or reschedule workshops at any time. In the event we must cancel a class, however, we are not liable for any additional expenses you may incur including travel arrangements. Our full policy statement is on our website at <http://www.ledet.com/faq> and is included by reference.

Customer's Signature _____ **Date:** _____