

Private Class Registration Form



LEDET

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Atlanta, Georgia 30341
Phone: (770) 414-5007
Email: administration@ledet.com

ACCOUNT REP:

1. Fill out this form on your computer. 2. Print and fax a signed copy to (770) 414-5661

Contact Name:

Company:

Address:

City: State: Zip Code:

Day Phone: Night Phone: Fax Number:

Email Address: How did you hear about us:

Are you pursuing vendor certification: Yes No Platform: Windows Macintosh

What capabilities do you want your students to have at the end of this event that they don't have now?

Success Criteria is completed and attached: Please help us to ensure your satisfaction by completing and attaching the Success Criteria to this form.

Name of Event:

Location/City of Class: Client Facility SLA Facility

Requested Date of Event: Number of Days : Number of Students:

1st Choice: 2nd Choice: 3rd Choice:

Payment Information Private Class Fee:

Accounts Payable Contact Name:

A/P Phone #: A/P Email Address:

Payment Method: Credit Card Check Credit Card - Guarantee Hold Only

Credit Card No.: Exp. Date:

Name on Card:

Billing Address: Zip Code:

Signature for Card:

Terms and Conditions: I have read and agree to the Onsite, Private and/or Custom Training Services Terms and Conditions listed on Page 2 of the Private class Registration Form.

Signature for Terms and Conditions:

Onsite, Private and Custom Training Services Terms and Conditions

1. Sterling Ledet & Associates, Inc. specializes in performing custom and onsite training classes. In order to allow our company to provide the highest possible quality of service, all onsite and custom training services provided by Sterling Ledet & Associate, Inc. must be prepaid. Onsite for purposes of this agreement is defined as meaning at the client's location.
2. As a customer service, Sterling Ledet & Associates, Inc. will invoice your company upon receipt at our company of a signed custom training registration form. However, we cannot make travel arrangements or reserve rental facilities, if necessary, until payment is actually received by our company. Therefore, for all custom and onsite training, payment is due upon receipt of our invoice and prompt payment will allow us to immediately begin preparing for the best possible experience for your company and its employees.
3. All delivery dates are completely contingent upon receipt of payment, and Sterling Ledet & Associates, Inc. cannot reserve dates or facilities on specific dates until payment is received.
4. The work agreed to will be treated as a single sum valuation project and not an hourly or daily contract adjustable to the precise length of the work performed. The prepayment will not be considered a retainer from which to draw consumed hourly fees, but rather as payment toward the total price of the project. Additional charges relating to issues beyond the initial scope of the project and/or post approval alterations and/or changes may apply.
5. Unless classroom preparation services are specifically requested and listed as a separate line item on the invoice for services, clients are fully responsible for the proper preparation of training facilities for onsite engagements. This includes proper software installation. In the event software installation is not performed correctly by clients for onsite engagements, instructors will be allowed to properly prepare the class without the students present. Students will be notified once the class is ready to begin. There is no credit or extra training time due to clients in this event, and clients recognize that the failure to have software properly installed before class may adversely effect the length and amount of material covered in an onsite engagement.
6. All checks must be made to the order of Sterling Ledet & Associates, Inc. All returned checks will be subject to a charge equivalent to 10% (ten percent) of the amount of the returned check. All payments will be considered non-refundable.
7. Onsite and custom classes require a substantial commitment of time and effort on the part of Sterling Ledet & Associates, Inc. in order to properly prepare, coordinate logistics, and make the necessary commitments to ensure proper delivery. Therefore there are no refunds available for cancellations made for private, onsite and custom training classes once a signed custom training registration form is received.
8. There is a \$750 fee associated with rescheduling any onsite, private or custom training class as long as at least 4 weeks notice is given. With less than 4 weeks, but more than 2 weeks notice, there is a penalty applied to rescheduling of 50% of the amount of the engagement. There are no rescheduling allowances if less than 2 weeks notice is given to Sterling Ledet & Associates, Inc. and the entire engagement fee is forfeited.
9. All rescheduling require written notification by the client to Sterling Ledet & Associates via email, fax, or letter. A telephone message is not sufficient as a notice to reschedule.
10. All proposal documents, needs analysis forms, success criteria, and other pre- and post- engagement client communications are considered confidential and proprietary business information by Sterling Ledet & Associates, Inc. Clients are prohibited from sharing such information with competitors of Sterling Ledet & Associates, Inc.
11. Sterling Ledet & Associates, Inc. frequently receives confidential information from clients in the course of delivering custom, onsite, and private classes. Sterling Ledet & Associates, Inc. treats such information as confidential and does not share this information publicly or with our clients' competitors.
12. Sterling Ledet & Associates, Inc. frequently produces custom training materials for use in custom, private and onsite training engagements. These materials may contain information and excerpts from materials used for previous client engagements, and to the extent that these materials do not reveal confidential and proprietary information of our clients, Sterling Ledet & Associates, Inc. reserves the right to re-use such materials in future client engagements. Sterling Ledet & Associates, Inc. retains all copyrights to materials produced by our firm for custom, onsite and private training engagements.
13. All invoices are due upon receipt. Any and all past-due payments and/or balances will be subject to a 1.5% (one and one-half percent) per month charge.
14. We do typically require access to the training facility at least one hour before training begins.
15. Clients are responsible for shipping costs of materials, software, and hardware both to and from their facility. For use of our travelling classroom, clients are responsible for shipping systems back to our Atlanta facility by 2nd day air, at their expense.
16. In the unlikely event clients are not completely satisfied with the training services rendered by Sterling Ledet & Associates, Inc. for any onsite, custom or private training class, the liability of Sterling Ledet & Associates, Inc. shall not exceed the fees paid by client to Sterling Ledet & Associates, Inc. Sterling Ledet & Associates, Inc. shall in no way be held responsible for any consequential loss whatsoever.
17. The delivery date specified on the registration form and invoice is not a guaranteed date of delivery. Sterling Ledet & Associates, Inc. will endeavor to meet the specified and agreed to delivery date. Sterling Ledet & Associates, Inc. shall incur no liability whatsoever for any losses, liabilities, and/or damages caused as a result of any delivery delays regardless of circumstances or fault.
18. Sterling Ledet & Associates, Inc. will deliver the custom training services in a good workman-like manner. There are no other warranties, including any other warranty of merchantability or fitness for a purpose.
19. During the period commencing on the date of the registration form being signed and ending one year following the last date of delivery of services by Sterling Ledet & Associates, Inc. to the Client, the Client, its employees, representatives, agents, and/or affiliates shall not, in the client's own capacity or as partner, joint venturer, shareholder, or representative of and/or on behalf of any entity or in any other capacity, directly or indirectly, solicit or discuss with any employee of Sterling Ledet & Associates, Inc., any contract trainer of Sterling Ledet & Associates, Inc., or any affiliate of Sterling Ledet & Associates, Inc., the employment or contracting of such person by any company, business organization or any other entity including, but not limited to, the Client.
20. The person signing the registration form in representation of, on behalf of, and/or as an employee or assign of the Client named on the registration form, hereby warrants that he or she is fully and duly authorized to enter into such a contract and legally bind that Client entity to all the terms and conditions herein.
21. This agreement is made in the State of Georgia and as such shall be enforced, construed, and interpreted in accordance with the laws of the State of Georgia. Any and all controversies or collections in connection with, or arising from, this Agreement shall be addressed only in courts or venues having situs in the State of Georgia.
22. In the event Sterling Ledet & Associates, Inc. engages an attorney to enforce its rights under this agreement, Sterling Ledet & Associates, Inc. shall be entitled to reimbursement of attorney's fees from the Client in the amount of \$200.00 (Two hundred dollars) per hour.
23. Sterling Ledet & Associates, Inc. reserves the right to transfer and/or assign the rights and entitlements of this agreement, including but not limited to compensation entitlements to any entity of its choice.
24. In case any one or more of the provisions of this agreement or any application thereof shall be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of this agreement shall not be affected or impaired.