



LEDET Training Class Registration Form

4100 Perimeter Park South
 Atlanta, GA 30341
 Phone: (770) 414-5007
 Fax: (770) 414-5661
 Email: administration@ledet.com

Please Print and Fax Signed form to 770-414-5661. Use Adobe Reader or Acrobat to fill.

Organizational Contact Information

First Name Last Name Day Phone Number

Organization Cell Phone Number

Email

Website

Does your organization have a formal training department? No Yes

Manager's Email

Please give us a way to contact you after hours. We will only use your cell phone number for urgent purposes concerning this registration. It will be treated as confidential. We rarely need it, but when we do, it's important.

Payment Information

Credit Card Check

Rep or Affiliate

Cardholder Name Code (If applicable)

Credit Card Number Exp. Date CVC Code

Billing Address

City State Zip Code

Class Enrollment Information

Preferred Platform Macintosh Windows

Preferred Courseware Format Printed Book Digital Book Both (\$50 surcharge per student)

Note: Macintosh not available in all locations. Not all courseware is available as eBook. If you would like your eBook sent to a different email address please enter that here:

Class	City	Date	Student Name	Email	Amount
Total					

Our aim 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. You can also use this section for general comments or feedback.

1.

2.

3.

Rescheduling and Class Cancellation Fees

All cancellations and scheduling changes are subject to additional fees and must be in writing via fax or email. Any class change made at least 10 business days before the first day or 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 days notice. Substitutions may be made at any time before the first day of class.

While we make every effort to deliver all classes for which we process and confirm registrations, we do reserve the right to cancel or reschedule workshops at any time. In the event a class is cancelled by Ledet training, Ledet training is not liable for any additional expenses incurred to other parties including travel arrangements. Our full policy statement is on our website at <http://www.ledet.com/faq> and is included by reference.

Sign Here _____

Date Signed _____