

# 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. Hit the Submit button at the bottom of this form. 3. Print and fax a signed copy to 312-896-9094.

Contact Name:	<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 Power Macintosh Platform?	<input type="radio"/> Windows	<input type="radio"/> Power Macintosh	

Our goal 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
<b>Total</b>					

**Payment Information**     Credit Card     Check     Credit Card Guarantee - Hold Only

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"/>		

**Refund Policy, Rescheduling and Class Cancellations**  
All cancellations and scheduling changes are subject to a \$75 non-refundable administrative fee. Cancellations made in writing at least two weeks before the first day of class may elect to receive a refund of the amount paid less the \$75 fee. With less than two week notice but at least one week notice, cancellations or rescheduling will result in a 50% credit toward a future class. We are not able to offer refunds or credits for cancellations or reschedules made with less than one week 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 cancel a class, you can elect to receive a full refund of all registration fees paid to us. We are not liable, however, for any other expenses you may incur including travel arrangements.

**Customer's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_