



### Customer Classroom Training Registration

Today's date: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please check which plan you would like:

Plan A- ABS Training Passport –

Plan B- ABS Clients without Passport–

Plan C- Non-ABS Clients–

Price of class and manual included in the one time annual fee

\$300 per day + 1 manual for \$185

\$400 per day + 1 manual for \$185

Name	Email	Class Dates	Day 1	Day 2	Day 3	Manual	Total Cost

Payment Information

Check     Credit Card - Type of Card:     VISA     MASTERCARD     AMEX

Name as it appears on the credit card: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Address of cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_ Authorized Amount: \_\_\_\_\_

### Please fax to Applied Business Services, Inc. at 301-417-0051

Policies and Payment Procedures

1. Payment is due at time of registration.
2. If you are unable to attend a class for which you have registered, we must receive notice no less than 10 working days prior to your scheduled class in order to credit your payment toward a future class (taken within 90 days). Cancellations received less than 10 days in advance will be subject to an administrative fee of \$150.
3. At times due to unforeseen circumstances we may need to postpone the class to a different date. We will try to give the organization as much advanced notice as possible.

Passport Terms & Conditions

1. Each organization can sign up 1 employee per class. It does not have to be the same employee for every class.
2. If additional seats are available in the training class, additional employees may attend for no extra fee.
3. Annual cost of the Passport is non-refundable.
4. The ABS Passport expires 12 months after the purchase date.
5. Only one (1) core training manual is included in the Annual Passport Charge. Additional Training Manuals will be \$185 each

**APPLIED BUSINESS SERVICES, INC.**

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