



On-site Training Request Form

To register, please fill out this form and fax to
(901) 748-0297 or email tmichaels@hsuniversity.org or online

Billing Information:

Agency Name: _____

Contact Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Training Location:

Training Address: _____

Shipping Address: (For training Manuals) _____

Contact Name: _____ Phone: _____

Product Information:

Course Name: _____

Length of Training:

1 Day 2 Days 3 Days 4 Days 5 Days Other: _____

Training Information:

Dates & times requested for training: _____

List any possible alternate dates: _____

Which airport do you recommend we fly to? _____

What hotel(s) do you recommend (please include phone numbers)? _____

What is the recommended dress code for the instructor? _____

How many people will attend training? _____ There is no maximum students per class/per day. (NOTE: *HSU will only supply manuals free of charge for 10 students*)

Who is being trained? _____

Can a LCD projector be provided? Yes No (If not, please check below, an added fee of \$125 will be charged) All courses require trainer use a LCD projector. Trainers carry their own laptop.

Cancellation Policy: Cancellations are permitted without penalty up to one month prior to the start of the on-site training for 100% refund. If cancellation is made 15 or more business days prior to on-site 50% of the fee will be refunded. A refund will not be provided if a cancellation is made within 14 or less business days prior to the start of the on-site. HSU will make our best effort to notify the client in advance of cancellation (phone contact, voice mail, electronic mail, fax notification). However, there is a remote possibility that no advanced notice can be give (i.e. instructor emergency, power outage, acts of God, etc.) If HSU must cancel an on-site, the client may reschedule or obtain a refund. If HSU cancels and the client request a refund, HSU will only refund course fee. Under no circumstances will HSU refund or be responsible to refund, any amount greater than the course fee.



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Training Format Information:

What type setup will be used? lecture roundtable one-on-one
 classroom Other: _____

Format: Classroom style is preferable. *Training guides, Manuals and class exercises are provided for 10 participants only!*

Cost Information: Please contact Thomas Michaels for onsite price quote at 1-888-282-7817 or by email at tmichaels@hsuniversity.org.

Fee Price Quoted: _____ (Please attach HSU quote form with this document)

Other Fees:

LCD Projector: \$125 (Trainer must have LCD projector for all courses)

Extra Manuals: \$35 each
of Manuals: _____ x \$35 = \$ _____

CEUs: CEUs will be mailed 4 to 6 weeks after training completed. (A listing of students must be given to HSU.)
of CEUs: _____ x \$25 = \$ _____

Certificates of Training (A listing of students must be given to HSU.)
of Certificates: _____ x \$5 = \$ _____

Total Fees: \$ _____

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Payment Information:

Payment Amount: \$ _____ *A 50% security deposit is required upon registration.
Balance is due within 10 days of on-site unless other arrangements are made in advanced.*

Payment Type:

Check Enclosed: Check#: _____
Date on Check: _____

Purchase Order #: _____
Please fax a copy of your purchase order with this form

Credit Card:

Visa MasterCard Discover American Express

Credit Card Number: _____ / _____ / _____

Expiration ____ / ____ Security Code: _____

Cardholder Name: _____

Cardholder Signature: _____

Agency Approval:

Signature

Date

Printed Name

Title

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