



## EQUS Open Training Registration Form

Please register me for Course Name: \_\_\_\_\_

Course Date: \_\_\_\_\_ Course Time: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Payment Enclosed \$ \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Late Registration is considered to be within two (2) weeks of the training date.

3 Day Training Early Registration \$1,500.00 US

3 Day Training Late Registration \$1,800.00 US

Please make checks payable to EarthSoft, Inc. If paying by Purchase Order, registrant must be invoiced and payment received prior to scheduled class. To pay by VISA, Master Card, or American Express, please fill out the following information and sign.

VISA     MasterCard     American Express

Account Number (+3 or 4 digits on back/front of card) \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

Cardholder's Name (Print): \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

Signature: \_\_\_\_\_



## **EQUS Training Registration Instructions**

### **Registration Form**

A completed registration form is required for each registrant. Registrations are processed on a first-come, first-serve basis. For any other information, contact EarthSoft at [training@earthsoft.com](mailto:training@earthsoft.com). Incomplete or unsigned registration forms will not be processed and may delay class reservations. You will receive an acknowledgment letter notifying you of receipt of payment and registration status. Classes are normally confirmed or cancelled based on enrollment approximately 10 business days before the scheduled start date.

### **Payment**

Payment is required in advance and may be made by check (payable to EarthSoft, Inc.), purchase order (cash is not accepted), or credit card. To expedite registration, follow these directions:

- Check payments or purchase orders: Please mail payment/purchase order to P.O. Box 7558, Pensacola, FL 32534. Before mailing, fax a copy of your registration form and check/purchase order to 503-345-0212. Note: If paying by purchase order, registrant must be invoiced and payment received prior to the scheduled training date.
- Credit card payments: Please include credit card information and fax to 503-345-0212.

### **Class Schedule Changes and Cancellations**

It is sometimes necessary to change the dates of a class or to cancel a class. Registrants are contacted at the earliest opportunity in the event of a scheduling change or cancellation.

### **Travel**

Transportation to the training site is the registrant's responsibility. EarthSoft, Inc. assumes no responsibility for nonrefundable travel arrangement losses resulting from course scheduling changes or cancellations.

### **Lodging and Meals**

Registrants are provided a class location and a list of area hotels. Registrants are responsible for making their own lodging arrangements. Meals are not provided.

### **Course Materials**

All course materials are provided at the training site.