



# TRAINING SERVICES

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2418 Vine St. • PO Box 339 • Hays, KS 67601

## Training Registration

For Office Use Only:

SO# \_\_\_\_\_

Inv. Date \_\_\_\_\_

Closed \_\_\_\_\_

### Personal Information

Name-Member		Organization
Billing Address		City/State/Zip Code
Mailing Address	E-mail address	City/State/Zip Code
Phone # (8:00 am – 5:00 pm)	Please provide after 5:00 pm Phone #	Fax #

### Class Information

Class Title	Class Date
9 am – 4 pm 6 clock hours	Nex-Tech in Hays
Class Time	Class Location
TTC #	
Technology Training Customer #	

### Payment Information

- On Account
- Check
- Credit Card

All Credit Card payments must be made the day of class – please bring your credit card and payment will be processed before you leave the day of class.

Cost: \$99.00  
 Tax: 8.47 (If applicable)  
 Total: \$107.47

Nex-Tech offers Technology Training classes under the following terms and conditions:

**Registration:** Customer agrees to complete this registration form and either mail it to Nex-Tech at the address listed above or fax it to Nex-Tech at the fax number listed above.

**Cancellation Policy:** Customer will not be charged for the class if the class is canceled by Nex-Tech. Cancellations made by customer must be received by fax or mail. If cancellation is received at least five (5) business days prior to class start date, customer will not be charged a cancellation fee. If cancellation notice is received within five (5) days or less of the class date, customer will be charged a \$50.00 fee. If customer does not cancel and does not show up for class, the full class fee of \$99.00 will be charged.

**Important - This form must be signed, dated and returned to hold class reservation. Confirmation will be provided.**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Diana Kohl – Training Coordinator \_\_\_\_\_ Date \_\_\_\_\_