

eFortresses TRAINING SERVICES - REGISTRATION FORM
FOR PROMPT ACTION, PLEASE USE OUR DIRECT FAX NUMBER 720-293-2118
 and Call 404-238-0588 Ext 1 to confirm receipt of your Fax.

Contact Details

Contact Name (in full)	Position
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Company Address & Invoicing Address Details

Address	Organization	Invoicing
Organization Name		
Address 1		
Address 2		
Town / City		
Zip Code		
Country		
Tel		
Fax		
E-mail		
Web Site		

(Please quote project and invoice numbers on any subsequent correspondence)

Training event(s) required

Event Name	No. of Places Required
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Training Event Dates

	Date	Location	Promotional Code
1st Choice			
2nd Choice			
3 rd Choice			

Delegate Details (Please enter name as required on the training event certificate)

	Title	Name	Position	Cost per Delegate	Total
1.					
2.					
3.					

Payment Method

<input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	<p>Please do not include payment card information on this form! We will need to collect the following information over the telephone:</p> <table border="1"> <tr> <td>Full Name</td> <td>Credit Card number</td> <td>Expiry Date</td> <td>Credit Card Security Code</td> </tr> </table> <p><input type="checkbox"/> Request Call back: Telephone Number: Best Date and Time:</p>	Full Name	Credit Card number	Expiry Date	Credit Card Security Code
	Full Name	Credit Card number	Expiry Date	Credit Card Security Code	
<input type="checkbox"/> Invoice/Check Purchase order number..... eFortresses Account Number.....					

Provisional registrations will only be held for seven business days.

Cancellation Policy

Cancellations are to be made 15 business days before the class to avoid penalties, except credit card charges applies. Cancellations made between 5 to 15 business days before the class will be assessed a fee equal to 50% of the cost of the class. Cancellations made within 2 business days before the class will be charged the full cost of the training class. Classes may be rescheduled without penalty given a 15-business day notice. Substitutions may be made without penalty given advance notice of the day of training. Training no shows will be responsible for 100% of the cost of the training.

Training Schedule Changes

eFortresses or training host reserves the right to cancel or reschedule any training course if the minimum enrollment requirements are not met. In the event a class is cancelled, eFortresses will provide a five-business day advance notice prior to the start date of the class. eFortresses will only be responsible for registration fees paid and is not responsible for any other fees incurred such as airline fares, hotels, etc.

Signed: _____ Position: _____ Date: _____

For Office Use Only:	Income Code: HISP training / Cost Centre: 1002
Client Account Number:	New Account Number Required <input type="checkbox"/>
Client Order Number:	Amount \$.....
Client Reference Number:	Sales Originator