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R E G I S T R A T I O N F O R M

Participants:

Company:

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Contact:

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Address:

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City:

State:

Zip:

Phone:

Fax:

Email:

Course Title:

Course Dates:

Course Location:

How did you hear about us?

Tuition:

Payment Method *:

***PAYMENT TERMS: Full payment is due upon receipt of invoice. Must be in US dollars.**

We accept most major Credit Cards, Company Checks, and Pre-Approved Purchase Orders as prepayment to reserve space at any class or seminar.

Credit Cards - We accept Visa, MasterCard, and American Express.

Checks - Checks must be received no later than one week prior to the first day of the class.

Purchase Orders - We accept Purchase Orders with pre-approval. (NET30) To confirm registration, a copy of the PO must be received, and must include the following information: Company's billing address and Accounts Payable contact's phone number and e-mail address.

EFT, ACH, & Wire Transfers - Please contact our accounting department for information on how to become set up for EFT, ACH, and Wire Transfers

Cancellation Terms:

This order may be canceled by either party, with written notice, 15 days in advance of scheduled class date.

Any order canceled outside of these conditions, the customer will be responsible for all "Hard Costs" incurred by BTI under the terms this contract. The customer named in this contract, agrees to pay all said "Hard Costs" within 15 days of cancellation date. If payment, in full, is not received by BTI within the 15 days, an additional 2% per week will be added to total amount due.

Signature: _____ **Date** _____