

SuccessWare®21 On-Line Training Registration Form -
FILL OUT AND FAX IT BACK TO (716) 565-2328

Step One - Select which class(es) you'd like to attend:

- _____ **“Accounts Payable Overview and Special Processing” (2-Day Class)**
Wednesday, February 22nd and Thursday, February 23rd - \$249 (Includes both days)
- _____ **“Customer Service Essentials” (2-Day Class)**
Wednesday, March 7th and Thursday, March 8th - \$249 (Includes both days)
- _____ **“Marketing and Sales Lead Tracking” (2-Day Class)**
Wednesday, March 14th and Thursday, March 15th - \$249 (Includes both days)
- _____ **“Accounts Receivable Overview and Special Processing” (2-Day Class)**
Wednesday, March 21st and Thursday, March 22nd - \$249 (Includes both days)
- _____ **“Setting Up Inventory” (1-Day Class)**
Tuesday, April 10th - \$149
- _____ **“Inventory Processing” (2-Day Class)**
Wednesday, April 11th and Thursday, April 12th - \$249 (Includes both days)

SPECIAL – Take Both Inventory Classes for only \$299!!!

- _____ **“Project Management” (2-Day Class)**
Wednesday, April 18th and Thursday, April 19th - \$249 (Includes both days)
- _____ **“Customer Service Essentials” (2-Day Class)**
Wednesday, April 25th and Thursday, April 26th - \$249 (Includes both days)

Step Two - Select how you'll be paying:

Company Name _____ Franchise # (if applicable) _____

Phone _____ Fax _____

Check one: _____ Visa _____ MasterCard _____ American Express

Due to PCI Compliance regulations we will no longer be able to accept credit card information electronically via fax or email.

Please be advised that by signing this form you are authorizing us to charge the credit card you will be providing. We will contact you to obtain the rest of credit card number once we receive this form. Please provide a direct contact name and phone number below.

Name on Credit Card _____

Last 4 Digits of Credit Card _____ Exp. Date _____

Signature _____

Billing address for Credit Card _____ Zip _____

Step Three –Supply the person's name and email address that will be used to log-in to the web class:

We need to know who will be attending the class, so we can send that person an e-mail with all the information they will need to log-in. Please note that you are only authorized to log-in from one computer station.

Email address of person attending the online class _____

Name of attendee _____

After we have received this registration form, **we will call you and fax you a document to be signed and returned before we can confirm your spot. IMPORTANT NOTE:** If you have attended an online class in the past, the deadline for registration is 24 hours before the start of the class. If you will be attending an online class with us for the first time, your confirmation fax must be received by us at **LEAST 24 hours before the start of the class.**

Step 4 – Be sure you check your email. -You will receive two informational emails in the week before each class as well as your class invitations. These will be sent **to the email address that you listed above.** These emails will contain instructions related to the class you will be attending and **MUST BE READ when they are received.** Please remember these classes are limited to just 23 companies. First come, first served! Due to the limited capacity and to keep the costs low to our clients, your credit card will be processed upon confirmation and **all registrations are final. Cancellations and reschedules are not available.**

All classes start promptly at **2pm Eastern Standard Time** and last for 90 minutes unless noted.