

SuccessWare21 On-Line Training Registration Form -  
FILL OUT AND FAX IT BACK TO (716) 565-2328

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

- “Creating and Maintaining Agreements”**  
Wednesday February 10 and Thursday February 11--- \$349 (Includes both days)
- “Customer Service Essentials”**  
Wednesday February 17 and Thursday February 18--- \$299 (Includes both days)
- “Setting Up the PriceBook- The Heart of SuccessWare Accounting”**  
Wednesday February 24 and Thursday February 25 — \$299 (Includes both days)
- “Managing Jobs from Start to Finish”**  
Wednesday March 3 and Thursday March 4 — \$299 (Includes both days)
- “Managing Equipment and Warranties” (1-Day Class)**  
Wednesday March 17- \$149
- “Maintaining the Account Register” (1-Day Class)**  
Thursday March 18- \$149
- “Setting up and Maintaining Payroll” (3- Day Class)**  
March 23, 24 and 25--- \$349 (Includes all 3 days)
- “Paying Employees using Piecerate Wages” (1-Day Class)**  
Wednesday, April 7- \$149

**Step Two - Select how you'll be paying:**

Company Name \_\_\_\_\_ Franchise # (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Check one:  Visa  MasterCard  AmericanExpress

Name on Credit Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Step Three - Select who's name and email address you'll be using to log-in:**

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 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