

## ComponentOne Doc-To-Help Training Registration Form

To register for a Doc-To-Help class listed below, please complete this form and fax it to the Doc-To-Help sales department at 412-681-4384. If you need assistance, or have additional questions send e-mail to [d2hsales@componentone.com](mailto:d2hsales@componentone.com) or call 800.858-2739. Thank you!

All dates listed are for the current calendar year, unless otherwise specified.

<b>Doc-To-Help 2009-2010 Online Training Schedule</b>			
<b>Doc-To-Help Version</b>	<b>Introductory</b>	<b>Intermediate</b>	<b>Advanced</b>
<b>2008-2009</b>	September 21 & 22, 2009	September 23, 2009	September 24, 2009
<b>2008-2009</b>	October 19 & 20, 2009	October 21, 2009	October 22, 2009
<b>2008-2009</b>	November 16 & 17, 2009	November 18, 2009	November 19, 2009
<b>2008-2009</b>	December 14 & 15, 2009	December 16, 2009	December 17, 2009
<b>2008-2009</b>	January 25 & 26, 2010	January 27, 2010	January 28, 2010
<b>2008-2009</b>	February 22 & 23, 2010	February 24, 2010	February 25, 2010
<b>2008-2009</b>	March 29 & 30, 2010	March 31, 2010	April 1, 2010
<b>2008-2009</b>	April 26 & 27, 2010	April 28, 2010	April 29, 2010
<b>2008-2009</b>	May 24 & 25, 2010	May 26, 2010	May 27, 2010
<b>2008-2009</b>	June 28 & 29, 2010	June 30, 2010	July 1, 2010
<b>2008-2009</b>	July 26 & 27, 2010	July 28, 2010	July 29, 2010
<b>2008-2009</b>	August 23 & 24, 2010	August 25, 2010	August 26, 2010

\*Classroom training outside the US is conducted by ComponentOne's international partners. Please contact [sales@componentone.com](mailto:sales@componentone.com) for a partner in your area.

\*All online training sessions are in English only.

*Circle the date of the class that you wish to attend.*

## Registration Information

Name of person attending class \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Form of Payment

Check payable to ComponentOne LLC

Credit Card (*VISA, MasterCard, Discover and American Express is accepted*)

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholders Name (as it appears on card) \_\_\_\_\_

### **Billing Address for Credit Card**

Name/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Terms of Payment and Cancellation Policy for Online and Classroom Training

Advance payment is required prior to attending Doc-To-Help training classes. Payment can be made via credit card or check.

ComponentOne reserves the right to cancel Doc-To-Help training classes within two business days prior to the first day of the class. If ComponentOne cancels a class, advance payments received by ComponentOne will be refunded in full or applied to a future class as requested by the registrant.

Registered students who cancel their participation in a class will have the following cancellation fees applied prior to receiving a refund:

- If cancelled 10 or more business days prior to the start of the training class, no cancellation fees will apply.
- If cancelled 3-9 business days prior to the start of the training class, a 25% cancellation fee will apply.
- If cancelled less than 3 business days prior to the start of the training class, your registration fees can be applied to a future class. However, your payment will not be refunded.