



Please complete all pages and email them to Successware.

Email: [customerservice@successware21.com](mailto:customerservice@successware21.com)

**ALL CLASSES ARE AT 2PM-3:30PM Eastern - Unless Noted Otherwise**

**Select which class(es) you'd like to attend:**

- \_\_\_\_\_ “Customer Service Essentials” – (2-day class)  
\_\_\_\_\_ Wednesday, January 13<sup>th</sup> – Thursday, January 14<sup>th</sup> - \$249 (Includes both days)
- \_\_\_\_\_ “Setting Up Inventory” – (1-day class)  
\_\_\_\_\_ Tuesday, January, 19<sup>th</sup> - \$149
- \_\_\_\_\_ “Processing Inventory” – (2-day class)  
\_\_\_\_\_ Wednesday, January 20<sup>th</sup> – Thursday, January 21<sup>st</sup> - \$249 (Includes both days)
- \_\_\_\_\_ **SPECIAL! Take Both Inventory Classes for A Special Price of \$299!**
- \_\_\_\_\_ “Creating and Managing Agreements” – (2-day class)  
\_\_\_\_\_ Wednesday, February 3<sup>rd</sup> – Thursday, February 4<sup>th</sup> - \$249 (Includes both days)
- \_\_\_\_\_ “Setting Up & Processing Payroll” – (3-day Class)  
\_\_\_\_\_ Tuesday, February 16<sup>th</sup> – Thursday, February 18<sup>th</sup> – \$299 – (Includes all 3 days)
- \_\_\_\_\_ “The Successware Account Register” – (1-day class)  
\_\_\_\_\_ Wednesday, February 24<sup>th</sup> - \$149
- \_\_\_\_\_ “Managing Equipment and Warranties” – (1-day class)  
\_\_\_\_\_ Thursday, February 25<sup>th</sup> - \$149

**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.**

Company Name: \_\_\_\_\_

Name of attendee: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address of person attending the online class: \_\_\_\_\_

**Select how you'll be paying:**

- Use Existing Credit Card on File
- Alternate Payment Method (please complete billing info below)

*Due to PCI Compliance regulations we will no longer be able to accept credit card information electronically via fax or email. ONLY provide the LAST 4 DIGITS of the card number to be charged. Please be advised that by signing this form you are authorizing us to charge the credit card you will be providing. If we do not hear from you with the remainder of the card number, we will contact you to obtain the rest of credit card number prior to the class. Please provide a direct contact name and phone number below. Thank you.*

Name on Credit Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Last 4 Digits of Credit Card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing address for Credit Card: \_\_\_\_\_ Zip: \_\_\_\_\_

**Be sure you check your email.** After we have received this registration form, we will email you a confirmation email generally within 24 hours confirming you have a spot in the class.

**NOTE:** You will receive your class invitations the Monday before each class you've registered for. 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 the links needed to log in as well. Please do not wait until the day of the class if you do not see these emails from us. Call us immediately. Also note, the classes are NOT recorded, they are live instruction. Remember these classes are limited to just 25 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. All registrations are final. Cancellations and reschedules are not available.

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