

## Successware Online Training Schedule

Please select which class(es) you would like to attend and complete all fields below. If you have more than one employee who would like to attend a class, we will need one completed form per person. The cost per class is based on one attendee. Email the completed form to [customerservice@successware.com](mailto:customerservice@successware.com).

Attending	Class Name	Class Length	Dates	Time	Cost
	Customer Service Essentials	2 days	Wed, January 4 – Thurs, January 5	2 – 3:30 p.m. EST	\$249
	The Successware Pricebook	2 days	Wed, January 11 – Thurs, January 12	2 – 3:30 p.m. EST	\$249
	Accounts Receivable Overview & Processing	2 days	Wed, February 8 – Thurs, February 9	2 – 3:30 p.m. EST	\$249
	Customer Service Essentials	2 day	Wed, March 8 – Thurs, March 9	2 – 3:30 p.m. EST	\$249

**Please indicate who will be attending the class so we can email them all the information they will need to login. Please note: You are only authorized to login from one computer.**

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

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

Email address of attendee: \_\_\_\_\_

**Select Payment Method:**

- Use Existing Payment Method 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 information 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, generally within 24 hours, confirming your spot in the class.**

**NOTE:** You will receive your class invitation the Monday before each class you've registered for. These will be sent to the email address listed above. These emails will contain instructions related to the class you will be attending, and the links needed to log in. If you have not received your email the Monday before your class, please call us immediately at 888-251-2779 and do not wait until the day of. The classes are NOT recorded, they are live instruction. These classes are limited to just 25 companies and are 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.