

EMPLOYEE TRAINING REQUEST FORM

Please provide the course of interest, projected training date(s), and scheduling preference for your group.
 Classes are held at our office at 8531 Market St., Boardman, Ohio 44512 where we can facilitate six students at a time. Larger classes are available by request.
 Pre-registration and payment is required to hold your dates. Student workbook and certificate of completion will be provided.

CONTACT: _____
PHONE: _____
COMPANY: _____
ADDRESS: _____
CITY: _____
STATE: _____ **ZIP:** _____

DEPT: _____
PO: _____
APPROVAL: _____

COURSE: _____ **DATE:** _____
Scheduling Preference: (circle one): 1 Day or 2 Evenings

NAME (Please Print)	EXT	E-MAIL

Method of Payment

_____ Check (in advance) Payable to Datakinetics
 _____ Credit Card Visa MC DISC AMEX

Card#: _____

Exp: _____ Code: _____

Card Holder Name: _____

Signature: _____

COURSE: _____ **DATE:** _____
Scheduling Preference: (circle one): 1 Day or 2 Evenings

NAME (Please Print)	Ext	E-MAIL

Cancellations / Re-Scheduling

- One half of class fee will be held if a class is canceled or rescheduled within 2 weeks notice prior to class.
 - A \$35.00 cancellation fee per student, per class will be charged for classes canceled with refunds requested.
 - Cancellations with less than 24 hours notice will not be refunded.
- We reserve the right to cancel or reschedule any class based on student occupancy