



Fleet Maintenance Software and Solutions

# Training Seminar Registration Form

Dossier Systems offers a series of hands-on training seminars for Dossier fleet maintenance software. These classes have been carefully structured to provide maximum individual student attention, with 3 different offerings to meet the diverse needs of our customers and their staff. Senior Dossier Systems training department personnel teach all courses. Summary course descriptions, including prerequisites and other information are attached. Please review the information carefully and contact your Account Manager if you have questions about any training seminar or about individualized, custom, or on-site training at your location.

### Seminar Tuitions:

**I. Dossier Basic Training (3 days):** \$1,295 per student (sales tax may apply)

**II. Manager/Administrator Training\*** (2 days): \$995 per student (sales tax may apply)

\*Prerequisites: At least 6 months or more of hands-on experience and a firm grasp of the Dossier Platinum Edition basic features.

**Note:** Attendees are responsible for their own travel and living expenses (such as: airfare, hotel, local transportation, meals...). Registered attendees will receive a letter of confirmation that includes information regarding lodging & travel information no later than thirty (30) days before the scheduled seminar date.

### [ ] I (we) would like to attend the following Dossier Training Seminar(s):

Qty [ ] for Dossier Basic Training offered on \_\_\_\_\_ in \_\_\_\_\_

Qty [ ] for Manager/Administrator Training\* offered on \_\_\_\_\_ in \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Payment Method:** [ ] Credit Card [ ] Check Enclosed [ ] Purchase Order # \_\_\_\_\_ (PO to be faxed in)

**Credit card type:** [ ] MasterCard [ ] Visa [ ] American Express Discover

Name on credit card: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT AND CANCELLATION POLICY:** You must pre-register, we cannot accommodate walk-ins. Payment must be made in full at time of registration via check, American Express, Visa, Discover, or MasterCard. A Purchase Order must accompany the registration form for any payments scheduled 30 days out. Training seminar attendee cancellation fees are: Refund 75% of seminar fee for cancellation at least one month prior to training date; Refund 50% of seminar fee for cancellation 3 weeks prior to training date; Refund 25% of seminar fee for cancellation 2 weeks prior to training date; Refund 0% of seminar fee for cancellation 1 week prior to training date. Arsenault Associates reserves the right to cancel any training seminar resulting in low attendance with at least 15 days advance notice from training date. Should Arsenault cancel any training, you will be refunded 100% of seminar fees. Arsenault Associates is not responsible for any other expenses incurred as a result of any cancellations.

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