

# Registration Information

1. Complete above registration information.
2. Sign below to agree to terms/conditions.
3. Complete method of payment.
4. Fax registration form and payment information to Kari Naughton at the number provided below.
5. Confirmation and detailed location information will be faxed to you within a week of registration.
6. Registration is complete when payment is received.

## Course Cost

Course #	Course Name	Cost
DM 101	<i>2-Day Course</i> Document Management	\$695 PP
CM 102	<i>2-Day Course</i> Site Administration	\$695 PP
CM 201	<i>2-Day Course</i> Cost Management	\$695 PP
BM 101	<i>1-Day Course</i> Constructware® Bid Management	\$395 PP
BZ 101	<i>1-Day Course</i> Buzzsaw® Standard	\$395 PP
BZ 201	<i>1-Day Course</i> Buzzsaw Professional	\$395 PP
BZ 101 and 201	<i>2-Day Course</i> Buzzsaw Standard	\$695 PP
TTT 201	<i>4-Day Course</i> Train the Trainer	\$2495 PP

REGISTRATION INFORMATION

<p><b>Training Location: Autodesk Corporate Office, Alpharetta, Georgia</b></p> <p><b>Course(s) and Cost:</b></p> <p><b>Course name(s):</b> _____</p> <p><b>Course date(s):</b> _____</p> <p><b># of Attendee(s)</b> _____ <b>@ \$</b> _____ <b>per seat = \$</b> _____</p>
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## Course Registration

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

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

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

Attendee 1 Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Attendee 2 Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

\*Attach additional sheets for attendees as necessary.

# Cancellation Terms

## Customer

If you cancel at least 15 business days prior to class, we will refund 100 percent of your payment. If cancellations are made less than 15 business days prior to class, we will refund 75 percent of your payment.

## Autodesk

Autodesk reserves the right to cancel any class; you will be notified of any cancellations at least 10 business days before the course start date. Autodesk is not liable for any client costs due to travel arrangements that need to be cancelled.

# Rescheduling Terms

If you reschedule at least 15 business days prior to class, we will apply your full payment to a future Autodesk training class. If you reschedule less than 15 business days prior to class there will be a rescheduling fee totaling 10 percent of the course amount. You may substitute a co-worker in your place for no additional charge

# Payment Terms

Full payment is required to reserve your seat. All training courses will be invoiced to your company, unless it was prepaid as part of another contract with Autodesk

## Method of Payment:

**Invoice:**

**Prepaid in existing contract:**

**Amount to be invoiced or deducted: \$ \_\_\_\_\_**

\*Please fax Registration Form to Kari Naughton @ 770-645-8380 or call 770-510-0854.

I agree to the above terms and conditions: Signature required before registration is processed.

Signature

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