



**Customer Classroom Training Registration
Abila MIP Fund Accounting**



Date: _____ Organization Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Please check which plan you would like:

- Plan A- ABS Training Passport – Price of class and manual included in one time annual fee of \$2,516
- Plan B- ABS Clients without Passport – 2.5 days for \$900 + 1 manual for \$185 (Total \$1,085)
- Plan C- Non-ABS Clients - 2.5 days for \$1,200 + 1 manual for \$185 (Total \$1,385)

	First Attendee	Second Attendee
Attendee Name:		
Title:		
CPA:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cell Phone:		
Email:		
Dates of Class:		
Total Cost:		

Payment Information: **Check** **Credit Card**

Credit Card Holder's Name: _____

Credit Card Number: _____ Exp Date: _____

Signature: _____ Authorized Amount: _____

**Please fax or email registration to Applied Business Services, Inc., at 301-417-0051 or
training@clientaccess.com**

Policies and Payment Procedures

1. Payment is due at time of registration.
2. If you are unable to attend a class for which you have registered, we must receive notice no less than 10 working days prior to your scheduled class in order to apply your registration toward a future class (if space is available). Cancellations received less than 10 days in advance will be subject to an administrative fee of \$150.
3. At times due to unforeseen circumstances we may need to postpone the class to a different date. We will try to give the organization as much advanced notice as possible. For inclement weather, we will follow the federal government policy for class cancellations.

Passport Terms & Conditions

1. Each organization can sign up 1 employee per class. It does not have to be the same employee for every class.
2. If additional seats are available in the training class, additional employees may attend for no extra fee.
3. Annual cost of the Passport is non-refundable.
4. The ABS Passport expires 12 months after the purchase date.
5. Only one (1) core training manual is included in the Annual Passport Charge. Additional Training Manuals will be \$185 each.