AutoForm Engineering USA, Inc.
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AUTOFORM
Forming Reality

To: AutoForm Engineering USA
Training Department
Fax: +1 - 888 - 528 – 8636 / E-mail: training@autoform.com

Registration Form for AutoForm Training

Course Name: **Planning & Bidding**

Fee: **$ 1000 US / Participant**

Location: **AutoForm Skills Center (Suite 110) or Online**

Course Dates: ☐ February 22 – 23, 2022
☐ November 2 – 3, 2022

Participation: ☐ On-site ☐ Online (be sure to read details in the **Logistics** section)

	Participant	**Billing Address** (if different)
First Name:	_____	_____
Last Name:	_____	_____
Job Title:	_____	_____
Company:	_____	_____
Street:	_____	_____
City, State:	_____	_____
Zip Code:	_____	_____
Phone:	_____	_____
E-mail:	_____	_____

Dietary Restrictions: ☐ Vegetarian ☐ Gluten-Free Other: _____

In order to reserve your seat for training, a credit card payment or purchase order # for invoicing is required.

Billing (select one): ☐ Payment by Credit Card ☐ Visa ☐ MC ☐ AMEX
_____ Expiration Date: _____
☐ Purchase Order # _____
☐ Pre-paid training, or other qualified arrangements, please explain:
_____

Send via e-mail

_____ _____
Date Signature/Authorization

For Office use ONLY ❑ *Q#* _____ _____ ❑ *OB* _____
❑ *AUTH.* _____ *KAM* _____/*TAM* _____ ❑ *ABAS* 50077

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Participation Conditions:

Registration

Please complete, sign and send the Registration Form by email or fax. With your signature on the mailed or faxed Registration Form, you acknowledge and accept these Participation and Payment Conditions. Registration Forms are processed by AutoForm according to the date/time of receipt. Upon agreement to payment terms: Purchase Order, Credit Card, Pre-paid training, or other qualified arrangements authorized by your sales account manager, you will be registered for the course.

Confirmation of Registration

After we receive your Registration Form, we will send you a written confirmation. You may be contacted regarding purchase order number if necessary.

Fee

The training Fee is per participant.

Invoice

Invoices will be issued following the end of the training seminar. Payment terms are net 30 days.

Logistics for Training (On-site or Online)

The training seminars normally start at 8:00 AM and end at 4:00 PM.

- **On-site**: Attendees will participate in person at the AutoForm Skills Center (Suite 110).
- **Online:** Attendees will participate online, from their home / office computer. Attendees will receive live instruction via WebEx, and will connect remotely to a dedicated AutoForm training computer to work on training exercises. A computer with two monitors is required to participate effectively in the training seminar. WebEx and remote connection links, and related instructions, will be sent by email to each attendee prior to class.

Number of Participants

To ensure the effectiveness of the training seminars, the number of participants per course is limited. Therefore, we recommend registering as soon as possible. In case a course is full, we will try to suggest an alternative date.

Postponement or Cancellation of Training Seminar by Participant

If we receive your written cancellation more than 14 days prior to the training start-date, there is no cancellation fee. For cancellations received within 14 days of the training start-date, we must charge a cancellation fee of 25% of the training Fee. However, if you cannot attend a course for which you have registered, you can substitute another participant from your company (in this case, the Participation Conditions apply to the new participant).

Postponement or Cancellation of Training Seminar by AutoForm

AutoForm reserves the right to cancel any training seminar if there are insufficient registered participants. In this case, registered participants will be informed at least one week prior to the training start-date. AutoForm also reserves the right to cancel any training seminar at any time prior to the start-date, due to illness or accident, or any other circumstances which prevent the training seminar from being carried out. In this case, AutoForm will inform the registered participants immediately of the cancellation of the seminar. Registered participants will be rescheduled for a future training session. If rescheduling is not possible, AutoForm will issue a refund.

Lodging

Hotel room reservations are the responsibility of the seminar participants. A list of nearby establishments is available on our website.