



## Education Services Classroom Training Registration Form

To register for Liquent training, please fill out the entire form and fax it to 215-328-4360, or email it to [training@liquent.com](mailto:training@liquent.com). You will receive a confirmation notice via email within 2 business days of the receipt of your registration.

**Please Print Clearly**

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

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

Office Phone Number: \_\_\_\_\_ Mobile Phone Number\*: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Email\*: \_\_\_\_\_ Signature: \_\_\_\_\_

\*Email and mobile phone number are required for proper registration and confirmation.

**This Section Must Be Completed for Billing Purposes**

Invoice me after I complete the course.

Purchase Order Number: \_\_\_\_\_

Send invoice to the attention of: \_\_\_\_\_

Billing Address (write "same" if same as student address): \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

My check number is: \_\_\_\_\_

Charge my credit card. Please circle the type of card you will be using: VISA    MasterCard    Amex

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on the card (please print): \_\_\_\_\_

Zip/Postal Code of Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

Course Name	Location	Course Dates	Fee*
	<input type="checkbox"/> Horsham, PA <input type="checkbox"/> Munich, Germany		
	<input type="checkbox"/> Horsham, PA <input type="checkbox"/> Munich, Germany		
	<input type="checkbox"/> Horsham, PA <input type="checkbox"/> Munich, Germany		

\*Training fees will be charged in local currency of the training location. U.S. registrants may be subject to state sales tax, and European registrants may be subject to V.A.T.

# Education and Registration Information

## Completing the Registration Form

Complete the entire section at the top of the form—especially your email address. We will use your email address for correspondence and for sending your confirmation. Make sure it is correct and current. Please print legibly and sign the form.

## Payment

Classes may be paid for using your credit card, check or by invoice. The price charged will be in the currency of the training location, and may be subject to local taxes. If you would prefer to be invoiced, we require a purchase order number.

## Where will training be held?

Training will be held in Liquent's Education Centers in Horsham, Pennsylvania (suburban Philadelphia), or at our European location in Munich, Germany.

## How will I know if my faxed registration is received?

You should receive an email confirmation of your registration within two business days. If you have not, please contact us at 215.328.4361. PDF copies of the directions, hotel information and local restaurants are located on our web site.

## Class Cancellations

Course fees are refundable with at least 10 business days notice prior to start of class. Other cancellations are subject to a 50% cancellation fee. Cancellations must be emailed directly to [training@liquent.com](mailto:training@liquent.com), or faxed to us at 215.328.4360. We cannot accept verbal cancellations.

Liquent reserves the right to cancel any training course due to insufficient enrollment or other events beyond our control by providing notice at least 5 business days prior to scheduled start date. The client understands and agrees that Liquent shall not, in any way, be held responsible for any costs, including loss of airfare or other transportation, hotel costs, or any other expenses incurred.

## Certification

Upon fulfillment of class requirements you will receive a Certificate of Completion.

## Class times

Classes are held from 9:00am until 4:00pm. We will be unable to issue an official Certificate of Completion if you choose to leave before the end of the class.

## Questions?

If you have any questions, call us at 215.328.4361 or send an email to [training@liquent.com](mailto:training@liquent.com).