

# MapPoint Training Registration Form



Class sizes are limited to 10 students. It is recommended that you submit your registration form at least one month prior to scheduled class. A completed registration form, with signature, is required from each student. Registrations will be accepted on a first-come, first-serve basis. An incomplete registration form or a form unaccompanied with payment will not be processed, and may delay class reservation.

Fax registration form to **847-299-6990** or mail completed form accompanied with payment to:

**SpatialPoint, LLC, 1000 Executive Way,  
Suite 201, Des Plaines, IL 60018**

### Payment

**Tuition must be paid in full at the time of registration.** Acceptable forms of payment: checks (payable to SpatialPoint, LLC), American Express, MasterCard, Visa, government and educational Purchase Orders. Payment must be made in US dollars.

### Processing Fees and Refunds

Due to limited class size, SpatialPoint, LLC must maintain firm policies concerning fees and refunds.

Each course fee includes a \$50 nonrefundable data processing fee. The course fee, less the data processing fee, will be refunded if we receive notice of cancellation at least 10 business days before the

### **To Register:**

**1.** Fax this form with method of payment to: **or**  
**847-299-6990,**  
**Attn: Melissa Blackwell**

**For more information please call: 1-866-846-5900**

class start date. Full course fee will be charged for those who fail to appear or who cancel or reschedule 10 business days or fewer before the class start date. All prices are subject to change without notice.

### Substitutions

Student substitutions are allowed, provided SpatialPoint, LLC is notified in advance to class start date.

### Class Schedule Changes and Cancellations

It is sometimes necessary to change the dates a class is offered or to cancel a class. Registrants will be contacted at the earliest opportunity in the event of a scheduling change or cancellation.

### Travel

Transportation to training site is the registrant's responsibility. **SpatialPoint, LLC, Inc. assumes no responsibility for losses of nonrefundable travel arrangements resulting from course scheduling changes or cancellations.** All Onsite classes require trainer travel and living expenses to be paid by customer.

### Lodging

Registrants are responsible for their own lodging arrangements.

### Course Times/Materials

SpatialPoint's training classes start at 12:30 pm and generally end around 4-4:30 pm. Casual dress is suggested. All course materials are provided at the training site.

| Class                         | Date | Fee |
|-------------------------------|------|-----|
| Introduction to MapPoint 2006 |      |     |
| Custom MapPoint 2006          |      |     |

Student Name (one form per student Please)

Organization/Company Name

Business Address

Suite/Mail Stop

City

State

Zip Code

Student's Phone

Student's Fax

Student's Email

Billing Address (If Different From Business Address)

Business Address

Suite/Mail Stop

City

State

Zip Code

### Payment Information (Please do not send cash)

Credit Card No \_\_\_\_\_  VISA  Mastercard  American Express Exp Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

**I have read and understand the cancellation policy, rescheduling, and course requirements.**

PO # \_\_\_\_\_

Check# \_\_\_\_\_

(Signature: Required to process application)