



Sales Rep:

Date:

Is this your  Billing Address?  Shipping Address?

Company:

Contact:

Address:

City:

State:

Zip:

Country:

Phone:

Fax:

Email:

**Alternate Shipping Address**

Company:

Contact:

Address:

City:

State:

Zip:

Country:

Phone:

Who phoned:

Ship-To Phone:

Card Type: Visa  MC  AmEx

Card No:	<input type="text"/>	Security Code:	<input type="text"/>
Expiration Date:	<input type="text"/>	Card Billing Zip:	<input type="text"/>
Name on Card:	<input type="text"/>		



**\* Student Name, Email, and Training Start Date must be completed for each class.\***

	Description	Unit Price	Total
	<b>CIW Foundations Faculty Institute Class</b>	\$550	
Student Name:	<input type="text"/>		
Student Email:	<input type="text"/>		
Training Start Date:	<input type="text"/>		
	<b>CIW Site Design Faculty Institute Class</b>	\$575	
Student Name:	<input type="text"/>		
Student Email:	<input type="text"/>		
Training Start Date:	<input type="text"/>		
	<b>CIW E-Commerce Faculty Institute Class</b>	\$575	
Student Name:	<input type="text"/>		
Student Email:	<input type="text"/>		
Training Start Date:	<input type="text"/>		
	Subtotal		
	Tax **		
	Shipping*		
	Total		

**Thank you for your order! Please follow these Ordering Procedures:**

**Fax registration form and hard-copy Purchase Order to: 602-275-1603**

Make PO payable to: ProsoftTraining  
410 N 44<sup>th</sup> Street, Suite 600  
Phoenix, AZ 85008

\* \$15.00 Shipping and Handling charge for each class.

\*\* If your academic institution is tax-exempt, please fax a copy of your tax-exempt certificate along with registration and purchase order. Otherwise, tax will be charged.

**Cancellation and Refund Policy**

A full refund will be issued if notice of cancellation is received at least **two** weeks before the first day of class. If cancellation is received less than two weeks before the first day of class, you will be issued a 50-percent refund for class materials, excluding exam vouchers and shipping charges. Exam vouchers and shipping charges are non-refundable. No-shows and cancellations received after the first day of class are not eligible for refunds. To be eligible for any refund, you must return class materials in their unopened, shrink-wrapped packaging. Class materials include books, supplemental CDs, and AssessPREP CDs.