

## PAGEFLEX TRAINING REGISTRATION AGREEMENT

Pageflex is committed to making your training experience pleasant and rewarding. In order to provide you with the best service please read and verify the following information. Contact Training at 617.520.8600 or [training@pageflex.com](mailto:training@pageflex.com) if you have any questions. A registration form must be completed for EACH attendee. Class enrollment is not processed until the Training Agreement has been authorized and returned to Pageflex. Please note that the registration process is not considered complete until you have received a confirmation email from Pageflex.

ATTENDEE INFORMATION	BILLING INFORMATION
Class Name: _____	Company Name: _____
Date of Training: _____	Name of Contact:: _____
Location: _____	Address 1: _____
Company Name: _____	Address 2: _____
Student Name: _____	City: _____
Student Email: _____	State & Zip Code: _____
Student Phone: _____	Method of Payment: _____
_____	_____

**Attendee technical background and role in the development process. Please check all that apply:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Template Design      | Platform Background:                                     | Experience in:                            |
| <input type="checkbox"/> Web Development      | <input type="checkbox"/> MAC <input type="checkbox"/> PC | <input type="checkbox"/> HTML             |
| <input type="checkbox"/> IT                   |  | <input type="checkbox"/> XML              |
| <input type="checkbox"/> Project Management   |  | <input type="checkbox"/> C#/C++           |
| <input type="checkbox"/> Database Development |  | <input type="checkbox"/> VBScript/Jscript |

**Training Agreement Policies**

**Copyright:** Pageflex prohibits the unauthorized or secret recording of its services engagements including training as they may include confidential, proprietary or personal information and personal images or voices belonging to Pageflex or its employees, customers or clients; which in turn may be subject to various federal, state or foreign government confidential and privacy laws and regulations. "Recording" means the use of any device to capture images or voices, regardless of whether in person, by telephone or by other means, such as videoconferencing, screen shots, click-to-chat or in writing. "Unauthorized" means any purpose not approved by management. No such authorization will be given to employees, contractors, visitors, client, customers, or their representatives. In limited instances Pageflex may authorize a recording of a specific session for Pageflex's sole use and dissemination. In such cases advance notice must be provided to all participants and written permission for such recording obtained from all participants.

**Cancellation/Reschedule:** Pageflex requires notification for cancellation of training held at a physical location ten (10) or more business days in advance of the scheduled class start date. Pageflex requires notification for cancellation of training held online two (2) or more business days in advance of the scheduled class start date. If notification is not received within the defined deadline a cancellation or rescheduling fee of 50% of the original investment will be assessed. Full payment will be required if a cancellation or schedule change is requested within five (5) business days or less of the class start date held at a physical location, and within one (1) business day or less of the class start date held online. No refund will be provided without meeting these requirements.

**Please send this document, along with payment information, to fax +1.617.249.0107 or email [training@pageflex.com](mailto:training@pageflex.com).**

I have read and understand the Pageflex Training agreement. I agree to make payment in full for aforementioned services upon receipt of the invoice from Pageflex. The person executing this contract expressly represents that he/she/they is over twenty-one (21) years of age. Where the Company is a corporation, an unincorporated association, partnership or other legal entity, this contract shall be binding upon such legal entity. The person executing this contract expressly represents that he/she/they is authorized to execute said contract on behalf of said organization.

SIGNATURE

PRINT NAME

DATE