

REGISTRATION INFORMATION

CANCELLATION POLICY

WORKSHOP CANCELLATION

If the Lead Experts (Pbx) deems that registration for any workshop is insufficient, Pbx reserves the right to cancel the workshop. If a workshop is canceled, the registrant has the option to receive a full refund for all workshop fees paid to Pbx or to reschedule in a future workshop.

RESERVATION CANCELLATION

Cancellation of a workshop by a registrant will be subject to the following:

- Cancellation at least 7 days before the first day of the workshop will entitle the registrant to a full refund of all paid workshop fees.
- Cancellation 7 days or less, but before the first day of the workshop will result in a refund of all paid workshop fees less a 50% penalty.
- Cancellation on or after the first day of the workshop, will result in no refund.
- *Cancellation penalties can be avoided by rescheduling in a future workshop.*

TO REGISTER:

BY PHONE: 1-800-259-8930 or 440-266-0403

BY MAIL: Mail the entire completed registration form to:
Lead Experts
P.O. Box 1390
Mentor, OH 44061-1390

BY FAX: FAX the completed form to 440-266-0413.
Our FAX line is open 24 hours a day, 7 days a week.

E-MAIL: info@leadexperts.org, visit us at www.leadexperts.org

FEES: Checks payable to: Lead Experts - **Certificates will be held until payment in full is received.**

REGISTRATION:

Early registration guarantees enrollment in an upcoming class. Please complete this form and return via fax or mail. Directions to the training location will be sent to you approximately one week before the class is held.

GROUP DISCOUNTS:

5 to 9 TRAINEES Within 5 Months. 5% DISCOUNT
 10 to 14 TRAINEES Within 5 Months. 10% DISCOUNT
 15 to 19 TRAINEES Within 5 Months. 15% DISCOUNT
 20 to 24 TRAINEES Within 5 Months. 20% DISCOUNT

DIRECTIONS & HOTEL/MOTELS

Upon request you will be mailed a complete package which will include directions and a listing of local hotels/motels.

YOU ARE NOT ENROLLED IN ANY CLASS UNLESS THIS FORM IS COMPLETED AND RETURNED

REGISTRATION FORM *For multiple registrations, please feel free to duplicate this form.*

WORKSHOP	DATES	FEE EACH	QTY.	AMT. ENCLOSED
		\$		\$
		\$		\$
		\$		\$

Names _____

Company _____

Address _____

City _____ State ____ ZIP _____

Phone _____ Fax _____ E-Mail _____

Method of Payment: Purchase Order No. _____

Check Enclosed Check No. _____

Credit Card _____ Exp. Date _____

Send registration and payment / purchase order to:

Lead Experts

P.O. Box 1390

Mentor, OH 44061-1390

E-mail: info@leadexperts.org

