

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**.

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

FEES: Accept Credit Cards -- Checks payable to: Lead Experts
Payment is Due First Day of Class Unless Alternate Arrangements Have Been Made.

REGISTRATION:

Early registration guarantees enrollment. 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.

DIRECTIONS & HOTEL/MOTELS:

Directions and a listing of local hotels/motels is available upon request.

If you have any special needs or need reasonable accommodations, please contact us immediately.

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