



Evergreen Safety Council Registration Form

By completing this form you are applying to register for a training course offered by Evergreen Safety Council. You are also confirming that you have read and understand the cancellation policy stated below.

Date of Class:

Class Title:

Name of Participant (s) (Please Print or Type)

1. Name: DL# or SS#

2. Name: DL# or SS#

Organization: Contact Person:

Contact Email Address:

Mailing Address:

City: State: Zip:

Phone #: Fax:

\$ Amount: Check Enclosed: P.O. #:

Credit Card Information:

Visa MasterCard American Express Discover \$ Amount:

Card Number: Exp. Date: V-Code:*

Authorized Signature:

*VISA/MasterCard: The "V-Code" is on the back of your card in the white signature strip. It is a 3-digit extension. It is usually following the last 4 digits of your credit card. However, it can be on its own.

*American Express: The "V-Code" is a 4-digit number on the front of the card, located on the right above the card number.

*Discover: No "V-Code" is being required at this time.

Registration/Payment/Cancellation & Rescheduling Policy

- Registration:** Registration requests may be by mail, fax or e-mail.
- Payment:** Payment must be received in our office before registration is confirmed. Payment may be by credit card, purchase order, money order or check. Once payment is received, a confirmation letter will be sent.
- Cancellation/Rescheduling:** All Cancellations and Rescheduling must be by letter, fax or e-mail, (phone calls are not sufficient notification). You will be notified when your cancellation has been received. **More than six (6) business days notice:** a \$25 administration fee will be applied toward all cancellation refunds. A \$25 administration fee in addition to the class fee will be charged for rescheduling a class. **Less than six (6) business days notice:** No refund or credit will be issued for cancellations, rescheduling or "no-shows".

Please Initial: _____

It is your responsibility to follow up with us to verify we have received all of your paperwork, provided you do not hear from us.

RETURN TO:

Evergreen Safety Council, 401 Pontius Ave. N., Seattle, WA 98109
Phone: 206-382-4090 or toll free 1-800-521-0778 FAX: 206-382-0878
WWW:<http://www.esc.org> or E-mail: esc@esc.org

Signature: _____ Printed Name: _____ Date: _____