

## Trimble Certified Training Registration Form

**Instructions:** Please complete the following information listed below. Fill in the number of persons attending, location and dates you will like to attend class. Also, please indicate the type of equipment you have and if you will or will not be bringing the equipment to class. For questions, please call (919) 460-8886.

**Fax the completed form to Duncan-Parnell, Attn: Training Department.**

**Fax : (919) 460-8896**

**Contact Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Fax:** (\_\_\_\_\_) \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Class Name	# Students Attending	Location	Date of Class

**I have or use the following equipment and**  **will**  **will not be able to bring it to class:**

**Equipment:** \_\_\_\_\_

**Software:** \_\_\_\_\_

**How will you pay for your training?**

**Bill my Duncan-Parnell account**

**Purchased Training with equipment**

<input type="checkbox"/> Master Card <input type="checkbox"/> Visa Card No: _____ Cardholder: _____ Exp Date: _____ 3 Digit Security Code for Billing: _____ Zip Code for Billing: _____
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<input type="checkbox"/> Purchase Order No: _____ <p style="text-align: center;"><b>Account with Duncan-Parnell required</b></p> Include copy of PO with registration form
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<input type="checkbox"/> Company Check <b>Make Payable to: Duncan-Parnell</b> Payment due at the start of class or mail to:  Duncan-Parnell Attn: Clay Pate 1208 Copeland Oaks Drive Morrisville, NC 27560
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### **Transfers and Substitutions**

Attendees may transfer to another class at no charge if notification is received no later than 10 working days prior to class start date. Substitutions may be made at no additional charge.

### **Cancellation Fees**

For cancellations made less than 10 business days prior to class start, your registration fee will be refunded less a 50% cancellation fee

### **Class Schedule Changes and Cancellations**

If it is necessary to change a class date or cancel a class, attendees will be notified as soon as possible.

### **Accommodations and Travel**

Attendees are responsible for their own travel arrangements. Attendees are required to make their own hotel/motel reservations. Local hotel/motel information with a location map is provided upon confirmation of class registration.

### **Course Materials**

All course materials are provided at the training site.

### **Equipment**

We do ask that you bring your equipment to class. If you cannot bring your equipment please inform us so we can schedule the necessary equipment needed for class.

### **Recommended Attire**

Classes participate in outdoor field exercises rain or shine. Please dress according to the weather.

### **Professional Development**

Professional Development Hours (PDH) credits are given upon completion of the course. See the course description for the amount of PDH credits given.