

**ISTC Baytown Training Center On-Site Class Request Form**

*All on-sites will be charged a minimum of 30 students, 20% up-charge on cost of class (i.e., member pricing - site class cost \$18.00 each, Basic Plus Refresher cost \$30.00 each), cost of on-site instructor (\$175.00 per day), cost of SSV (\$5.00 per person) and travel expenses. All on-site registration must be done on-line by customer prior to on-site or an additional \$125.00 administrative fee will be charged.*

Complete all of Section I and fax this form back to ISTC (281) 422-3008

**SECTION I**

**Company:** \_\_\_\_\_ **Client ID** \_\_\_\_\_

Please Print

**Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Requested Date:** \_\_\_\_\_ **Requested Class Time:** \_\_\_\_\_

**Requested Classes:** \_\_\_\_\_

**Number of Students (30 minimum required):** \_\_\_\_\_

**Insurance Requirements to enter facility:** \_\_\_\_\_

**Specific PPE Requirements to enter facility:** \_\_\_\_\_

\_\_\_\_\_  
**Company Representative Signature**

\_\_\_\_\_  
**ISTC Representative Signature**

---

**SECTION II**  
**FOR ISTC OFFICE USE ONLY**

Registration: \_\_\_ YES \_\_\_ NO

If no, will receive on: \_\_\_\_\_

Equipment required: Projector \_\_\_ Lap Top \_\_\_ Signature Pad \_\_\_ Camera \_\_\_

VCR \_\_\_ Overhead \_\_\_ SSV Release Form \_\_\_

Travel arrangements required: \_\_\_ Yes \_\_\_ No

Copy to Instructor: \_\_\_\_\_ Copy to Accounting: \_\_\_\_\_

\_\_\_\_\_  
Operations Director – Baytown Signature

Revised January 2006

Please fill out form and click submit in the top right corner.  
If you are unable to submit using the form please save the document  
and email it manually to [aparker@istc.net](mailto:aparker@istc.net)