

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