

## ISTC 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, Basic Plus cost \$36.00 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 (409) 724-2671

### SECTION I

Company: \_\_\_\_\_ CLIENT ID \_\_\_\_\_

Contact: \_\_\_\_\_ Please Print  
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

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### SECTION II FOR ISTC OFFICE USE ONLY

Registration received: \_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_  
Vice President Operations - Nederland Signature