



INDUSTRIAL SAFETY TRAINING COUNCIL
AFTER-HOURS REQUEST AND AUTHORIZATION

ISTC shall provide the following classes at the request of:

Company Name: _____

Client I.D.: _____

Address: _____

Phone: _____ Email: _____

After-Hours Contact Name: _____

After-Hours Contact Phone Number: _____

Classes Needed: _____

ISTC Location: 3166 Decker Dr., Baytown, TX 77520 3749 Hwy 69 North, Beaumont, TX 77705

Date of Class: _____ Time: _____

Number of trainees: _____ PO#: _____

All After-Hour Requests are charged a four hour base fee of \$500.00. If additional time is required, the company will be billed in one hour increments at \$125.00 per hour.

The after-hours base fee referenced does not include the cost per class.

Holiday Charge - All after-hour requests occurring during a holiday closure will be charged a four hour base fee of \$625.00. If additional time is required, the company will be billed in one hour increments at \$160 per hour.

Scheduling Support Fee - If you require scheduling support, you will be charged an additional flat rate of \$125.00.

Cancellation Policy - After-Hour requests must be cancelled at least 8 hours prior to the start time listed on the request form. Failure to provide the cancellation notice within this time frame will result in the company being charged the base fee.

In addition to class costs, I authorize ISTC to charge stated company for the after-hours base fee, supplementary costs (if applicable), and scheduling support fee (if applicable). If the stated company fails to adhere to the cancellation policy, I understand I remain responsible for paying the base fee.

Approved: _____ (Company Representative)

Please email completed form to AfterHoursRequest@istc.net.

For ISTC use only

IT Department Notified _____ Facilities Manager Notified _____

ISTC Approval _____ Classes Opened _____

Cost Breakdown:

After-hours Base Fee _____

Additional Hours Fee _____

Scheduling Support Fee _____

Session Total*: _____

****Session Total does not include class costs.***