



**INTERNATIONAL SAFETY TRAINING COUNCIL
AFTER HOURS CLASS 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#: _____

Special request classes require the following student minimum charge:

Basic Plus and Basic Plus Refresher – 10 student minimum

Site Specific Classes – 20 student minimum

Holiday hourly charge at \$45.00 per hour for actual hours required (minimum 2 hour charge).

If a Basic Plus class is scheduled and does not make, company will be billed a \$75.00 call out fee.

If a company calls in a request for training and fails to cancel the training or employees fail to show up for training, the company will be billed for the minimum cost.

I authorize ISTC to bill stated company for the minimum number of units required or for actual training units taken if greater than minimum number plus the holiday hourly charge (if applicable) or the call out charge for Basic Plus (if applicable).

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 _____