

## 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.**

### **SECTION I** (Please Print)

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

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

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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 \_\_\_\_\_ Web Cam \_\_\_\_\_

Photo backdrop \_\_\_\_\_ VCR \_\_\_\_\_ SSV Release Form \_\_\_\_\_ Equipment Provided by Client \_\_\_\_\_

Travel arrangements required: YES \_\_\_\_\_ NO \_\_\_\_\_ Directions to Facility Reviewed \_\_\_\_\_

Copy to Instructor: \_\_\_\_\_ Copy to Development (test) \_\_\_\_\_ Copy to Accounting: \_\_\_\_\_

Copy to IT for Class Set up \_\_\_\_\_ Copy to Customer Service \_\_\_\_\_

On-Site Check list reviewed \_\_\_\_\_ Required Arrival Time \_\_\_\_\_

\_\_\_\_\_  
Vice President Operations

Revised January 2014

Please fill out this form and send to [dmurphy@istc.net](mailto:dmurphy@istc.net)