

**INDUSTRIAL SAFETY TRAINING COUNCIL  
SPECIAL CLASS REQUEST AND AUTHORIZATION**

**I.S.T.C. shall provide the following classes at the request of:**

Company Name: \_\_\_\_\_

Client I.D.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

After Hours Contact Name: \_\_\_\_\_

After Hours Contact Phone Number: \_\_\_\_\_

Classes Needed: \_\_\_\_\_

Date of Class: \_\_\_\_\_ Time: \_\_\_\_\_

- **Special request classes require the following student minimum charge.**

Basic Plus and Basic Plus Refresher – 10

Site Specific Classes – 20

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: \_\_\_\_\_

(Member Company Representative)

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**For ISTC use only**

ISTC Approval \_\_\_\_\_

IT Department Notified \_\_\_\_\_

Classes Open \_\_\_\_\_

Please fill out form and click submit in the top right corner.  
If you are unable to submit using the form please save the document  
and email it manually to patty@istc.net