



TRAINING REGISTRATION

WorkSite Train the Trainer Upgrade Course

Please complete one registration form per student. Fax completed form to 905.420.1630 or email [training@rbrosolutions.com](mailto:training@rbrosolutions.com). Please make cheque payable to RBRO Solutions Inc.

<b>Student Name:</b>	<b>Class Date(s):</b>
<b>Position/Title:</b>	<b>Bus No.:</b>
<b>Email:</b>	<b>Fax No.:</b>
<b>Company Name:</b>	<b>Industry:</b> (i.e., legal, banking, manufacturing, etc.)
<b>Street Address:</b>	<b>City:</b>
<b>Province/State:</b>	<b>Postal/Zip:</b>

**Student's current experience with a Document Management System (DMS):**

**Is your company currently on a DMS? If no, when is approximate date of purchase?**

**Other Firm Initiatives: (1=Low Priority 5 = High Priority)**

- |                        |          |          |          |          |          |
|------------------------|----------|----------|----------|----------|----------|
|                        | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| • Content Management   |          |          |          |          |          |
| • Knowledge Management |          |          |          |          |          |
| • Records Management   |          |          |          |          |          |
| • Business Continuity  |          |          |          |          |          |
| • Client Extranet      |          |          |          |          |          |

Terms	Quantity	Code Description	Regular Fee
*Due 10 days prior to class commencement.	1 Student	WorkSite Train the Trainer Upgrade Course (1 day)	\$700

**NOTE:** All applicable taxes to be applied at the time of invoicing.

**P.O. No.:** \_\_\_\_\_ **Authorized Signature: x** \_\_\_\_\_

- To ensure a seat in the class, full payment must be received 10 business days prior to the class commencing.
- In order to cancel or reschedule training, written notice is required 10 business days prior to class commencing.
- If less than 10 business days notice is provided, 50% of the fee will be reimbursed.
- If notice is not given, no reimbursement will be provided.
- RBRO has the right to cancel within 10 business days of class starting.