

# Equalizer Software Training Schedule

## 1st Quarter, 2007

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>January</b>	1	2	3	Assessing Level I 4	Assessing Level II 5
	8	IT Right Web Design 9	10	Assessing Level III 11	Assessing Level IV 12
	Bldg. Dept. Inspector Intro 15	Bldg. Dept. Support Intro 16	Bldg. Dept. Administrative 17	Bldg. Dept. New Version Conversion 18	APEX 19
	22	23	24	25	26
	29	30	31		

<b>February</b>				Tax Level I 1	Tax Level II 2
	5	IT Right Web Design 6	7	Special Assessments 8	Personal Property 9
	12	Fund Accounting I 13	Fund Accounting II 14	Fund Accounting III Payroll 15	Tax Level III 16
	Bldg. Dept. Inspector Intro 19	Bldg. Dept. Support Intro 20	Bldg. Dept. Administrative 21	Bldg. Dept. New Version Conversion 22	Utility Billing Report Writer 23
	26	27	28		

<b>March</b>				Delinquent Personal Property 1	Fund Accounting User Group 2
	5	6	7	Report Writer 8	Utility Billing User Group 9
	12	IT Right Web Design 13	14	APEX 15	16
	Bldg. Dept. Inspector Intro 19	Bldg. Dept. Support Intro 20	Bldg. Dept. Administrative 21	Bldg. Dept. New Version Conversion 22	23
	26	27	28	Tax Level I 29	Tax Level II 30

**Groups of 4 or more may schedule training in Big Rapids with Dan Kirwin. Contact him at 517-819-3625.**

Retake a class for free! If you would like to brush up on recently learned skills, you may retake the same class within 6 months free of charge if space is available. Call Sarah for details.

# Registration Information

## LOCATION

Training classes are held in our office in Bath, MI. BS&A Software has historically been a casual company and we encourage our customers to dress comfortably when attending a class. Feel free to wear jeans or shorts (weather permitting, of course)!

## INSTRUCTORS

Class instructors will be Colleen Brook, Marketing/Training Rep; Bill Garner, Marketing/Training Rep; Kelly Garner, Marketing/Training Rep, Dan Kirwin, Marketing/Training Rep, Edie Hunter, Marketing/Training Rep, and Jeff Howe, Permit Trainer. Occasionally, another qualified member of our staff may teach a class, depending on the availability of the primary instructors.

## CLASS TIME

Each class is one full day from 9:00 a.m. - 4:00 p.m. with a lunch break. Lunch is on your own; restaurants will be discussed in class near lunchtime.

## CLASS FEES/INVOICING INFORMATION

Class fee is \$195 per person/per class. **We ask that you DO NOT send payment until you are invoiced. Advanced registration is required by filling out and returning the form below. Sorry, no phone reservations will be accepted.**

## CONFIRMATION

Confirmation of your registration will be sent prior to the scheduled class date(s). This will include directions to our office and hotel information. No hotel rooms are blocked; reservations are the responsibility of the attendee(s).

## CANCELLATION POLICY

**BS&A Class Cancellation:** At least four (4) individuals must be registered for a class to be held. In the event of low registration, the class will be cancelled. Those registered will be notified at least one week prior to the scheduled date and will be given priority to register in the next available class.

**Attendee Cancellation:** Cancellation by attendees made less than four (4) working days prior to class, or a "no-show" without prior notification, will result in a \$50 administration fee per attendee.

Mail or Fax Completed Form to:  
**BS&A Software • 14965 Abbey Lane • Bath, MI 48808**  
 Fax 517.641.8960

CLASS	DATE	# ATTENDING	REGISTRATION INFORMATION
<b>ASSESSING</b>			
Assessing Level I	_____	_____	<b>UNIT:</b> _____
Assessing Level II	_____	_____	<b>COUNTY:</b> _____
Assessing Level III	_____	_____	<b>CONTACT:</b> _____
Personal Property	_____	_____	<b>PHONE:</b> _____
Apex Sketch	_____	_____	<b>ATTENDEES:</b> _____
<b>TAX</b>			
Tax Level I	_____	_____	_____
Tax Level II	_____	_____	_____
Special Assessments	_____	_____	_____
Combined Report Writer	_____	_____	_____
Delinquent Personal Property	_____	_____	_____
<b>BUILDING DEPT.</b>			
Inspector Intro	_____	_____	_____
Support Staff Intro	_____	_____	_____
Administrative (Advanced)	_____	_____	_____
New Version Conversion	_____	_____	_____
<b>FUND ACCOUNTING</b>			
Fund Accounting I	_____	_____	_____
Fund Accounting II	_____	_____	_____
Fund Accounting III-Payroll	_____	_____	_____
Utility Billing Report Writer	_____	_____	_____
<b>IT RIGHT COURSES</b>			
Web Design	_____	_____	_____

Please provide an alternate **phone** or **fax** number in the event we cannot reach you at the number provided above.

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Please indicate at which location you will be attending classes.*

\_\_\_\_\_ *BS&A office in Bath Twp*  
 \_\_\_\_\_ *Big Rapids with Dan Kirwin*