

Equalizer Software Training Schedule

2nd Quarter, 2007

	Monday	Tuesday	Wednesday	Thursday	Friday
April	2 Special Assessments	3	4	5	6 Close @ Noon Good Friday
	9 Tax Level I	10 Tax Level II	11	12	13 Utility Billing User Group
	16 Bldg. Dept. Inspector Intro	17 Bldg. Dept. Support Intro	18 Bldg. Dept. Administrative	19 Bldg. Dept. New Version Conversion	20 Assessing & Tax Report Writer
	23	24 Delinquent County Tax User Group	25	26	27 Fund Accounting User Group
	30 Assessing Level I				
May		1 Assessing Level II	2 Personal Property	3 Assessing Database 2-Day Lecture	4 Assessing Database 2-Day Lecture
	7 Tax Level I	8 Tax Level II	9 Delinquent Personal Property	10	11 Assessing Level III
	14	15 IT Right Web Design	16 Fund Accounting I	17 Fund Accounting II	18 APEX
	21 Bldg. Dept. Inspector Intro	22 Bldg. Dept. Support Intro	23 Bldg. Dept. Administrative	24 Bldg. Dept. New Version Conversion	25
	28 Closed Memorial Day	29	30	31 Assessing Level IV	
June					1 APEX
	4	5	6	7 Utility Billing Report Writer	8
	11	12 IT Right Web Design	13 Assessing Level I	14 Assessing Level II	15 Assessing & Tax Report Writer
	18 Bldg. Dept. Inspector Intro	19 Bldg. Dept. Support Intro	20 Bldg. Dept. Administrative	21 Bldg. Dept. New Version Conversion	22
	25 Tax Level I	26 Tax Level II	27	28	29

Groups of 4 or more may schedule Assessing & Tax Training in Big Rapids with Dan Kirwin. Contact 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 for details.

Registration Information

2nd Quarter, 2007

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
ASSESSING			
Assessing Level I	_____	_____	UNIT: _____
Assessing Level II	_____	_____	COUNTY: _____
Assessing Level III	_____	_____	CONTACT: _____
Assessing Level IV	_____	_____	PHONE: _____
Personal Property	_____	_____	EMAIL: _____
Apex Sketch	_____	_____	ATTENDEES: _____
Assessing Database Lecture	_____	_____	_____
TAX			
Tax Level I	_____	_____	_____
Tax Level II	_____	_____	_____
Special Assessments	_____	_____	_____
Delinquent Personal Property	_____	_____	_____
Asg/Tax Report Writer	_____	_____	_____
BUILDING DEPT.			
Inspector Intro	_____	_____	_____
Support Staff Intro	_____	_____	_____
Administrative (Advanced)	_____	_____	_____
New Version Conversion	_____	_____	_____
FUND ACCOUNTING			
Fund Accounting I	_____	_____	_____
Fund Accounting II	_____	_____	_____
Utility Billing Report Writer	_____	_____	_____
IT RIGHT COURSE			
Web Design	_____	_____	_____

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

_____ - _____ - _____

Please indicate the location you will be attending classes.

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