

# Equalizer Software Training Schedule

## 3rd Quarter, 2007

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>July</b>	APEX @ Big Rapids 2	3	Closed Independence Day 4	5	6
	Bldg. Dept. Inspector Intro 9	Bldg. Dept. Support Intro 10	Bldg. Dept. Admin / Asg/Tax Report Big Rapids 11	Bldg. Dept. New Version Conversion 12	13
	Assessing Level I 16	Assessing Level II 17	Assessing Level III 18	19	APEX 20
	23	24	IT Right Web Design 25	Utility Billing Refresher 26	Assessing & Tax Report Writer 27
	Tax Level I 30	Tax Level II 31			

<b>August</b>			1	2	3
	Assessing Level IV 6	Personal Property 7	Fund Acctg I / Asg III Big Rapids 8	Fund Accounting II 9	Utility Billing Report Writer 10
	Bldg. Dept. Inspector Intro 13	Bldg. Dept. Support Intro 14	Bldg. Dept. Administrative 15	Bldg. Dept. New Version Conversion 16	17
	Delinquent Personal Property 20	Special Assessments 21	IT Right Web Design / Splits/Combo Big Rapids 22	Utility Billing Refresher 23	24
	Assessing Level I 27	Assessing Level II 28	Tax Level I 29	Tax Level II 30	31

<b>September</b>					
	Closed Labor Day 3	4	5	Asg I Big Rapids 6	APEX / Asg II Big Rapids 7
	Assessing Level III 10	Commercial Industrial 11	12	13	Assessing & Tax Report Writer 14
	Bldg. Dept. Inspector Intro 17	Bldg. Dept. Support Intro 18	Bldg. Dept. Administrative 19	Bldg. Dept. New Version Conversion 20	21
	Tax Level I 24	Tax Level II 25	IT Right Web Design 26	Utility Billing Refresher 27	28

**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

## 3rd 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
<b>ASSESSING</b>			
Assessing Level I	_____	_____	<b>UNIT:</b> _____
Assessing Level II	_____	_____	<b>COUNTY:</b> _____
Assessing Level III	_____	_____	<b>CONTACT:</b> _____
Assessing Level IV	_____	_____	<b>PHONE:</b> _____
Personal Property	_____	_____	<b>EMAIL:</b> _____
Apex Sketch	_____	_____	<b>ATTENDEES:</b> _____
Commercial/Industrial	_____	_____	_____
Splits & Combination	_____	_____	_____
<b>TAX</b>			
Tax Level I	_____	_____	_____
Tax Level II	_____	_____	_____
Special Assessments	_____	_____	_____
Delinquent Personal Property	_____	_____	_____
Asg/Tax Report Writer	_____	_____	_____
<b>BUILDING DEPT.</b>			
Inspector Intro	_____	_____	_____
Support Staff Intro	_____	_____	_____
Administrative (Advanced)	_____	_____	_____
New Version Conversion	_____	_____	_____
<b>FUND ACCOUNTING</b>			
Fund Accounting I	_____	_____	_____
Fund Accounting II	_____	_____	_____
Utility Billing Report Writer	_____	_____	_____
Utility Billing Refresher	_____	_____	_____
<b>IT RIGHT COURSE</b>			
Web Design	_____	_____	_____

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

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*Please indicate the location you will be attending classes.*

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