

# Equalizer Software Training Schedule

## 4th Quarter, 2007

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>October</b>	Assessing Level I 1	Assessing Level II 2	Assessing Level III 3	4	5
	Bldg. Dept. Inspector Intro 8	Bldg. Dept. Support Intro 9	Bldg. Dept. Admin 10	Bldg. Dept. New Version Conversion 11	12
	Assessing Level IV 15	Fund Accounting I 16	Fund Accounting II 17	18	19
	22	Utility Billing Refresher I 23	Utility Billing Refresher II 24	IT Right Web Design 25	26
	Tax Level I 29	Tax Level II 30	Special Assessments 31		

<b>November</b>				1	Utility Billing Report Writer 2
	Assessing Level I 5	Assessing Level II 6	APEX 7	Delinquent Personal Property 8	9
	Bldg. Dept. Inspector Intro 12	<b>Tax II Big Rapids</b> 13	Bldg. Dept. Support Intro 14	Bldg. Dept. Administrative 15	Bldg. Dept. New Version Conversion 16
	Tax Level I 19	Tax Level II 20	21	<b>Closed Thanksgiving holiday</b> 22	<b>Closed Thanksgiving holiday</b> 23
	Assessing & Tax Report Writer 26	Utility Billing Refresher I 27	Utility Billing Refresher II 28	IT Right Web Design 29	30

<b>December</b>	Commercial Industrial 3	Splits/Combo 4	APEX 5	Tax Level I 6	Tax Level II 7
	Personal Property 10	Utility Billing Refresher I 11	Utility Billing Refresher II 12	13	14
	Bldg. Dept. Inspector Intro 17	Bldg. Dept. Support Intro 18	Bldg. Dept. Administrative 19	Bldg. Dept. New Version Conversion 20	21
	<b>Closed Christmas Eve</b> 24	<b>Closed Christmas Day</b> 25	26	27	28
	<b>Closed New Year's Eve</b> 31				

**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

## 4th 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.

### 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>			<b>UNIT:</b> _____
Assessing Level I	_____	_____	<b>COUNTY:</b> _____
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	
Assessing Level IV	_____	_____	
Personal Property	_____	_____	<b>CONTACT:</b> _____
Apex Sketch	_____	_____	
Commercial/Industrial	_____	_____	<b>PHONE:</b> _____
Splits & Combination	_____	_____	
<b>TAX</b>			<b>EMAIL:</b> _____
Tax Level I	_____	_____	<b>ATTENDEES:</b> _____
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>			Please provide an alternate <b>phone</b> or <b>fax</b> number in the event we cannot reach you at the number provided above.  _____ - _____ - _____
Fund Accounting I	_____	_____	
Fund Accounting II	_____	_____	
Utility Billing Report Writer	_____	_____	
Utility Billing Refresher I	_____	_____	
Utility Billing Refresher II	_____	_____	Please indicate the location you will be attending classes. _____ <i>BS&amp;A office in Bath Twp</i> _____ <i>Big Rapids with Dan Kirwin</i>
<b>IT RIGHT COURSE</b>			
Web Design (9am-Noon)	_____	_____	