

Equalizer Software Training Schedule

1st Quarter, 2008

	Monday	Tuesday	Wednesday	Thursday	Friday
January		1	2	3	4
	7 APEX	8	9	10	11
	14 Assessing Level I	15 Assessing Level II	16 Assessing Level III	17	18
	21	22 Bldg. Dept. Inspector Intro	23 Bldg. Dept. Support Intro	24 Bldg. Dept. Admin	25 Bldg. Dept. New Version Conversion
	28 Tax Level I	29 Tax Level II	30 Special Assessments	31	

February					1
	4 Assessing & Tax Report Writer	5 Assessing Level IV	6	7	8
	11 Tax I Big Rapids	12 Tax II Big Rapids	13 Splits/Combo Big Rapids	14	15
	18 Bldg. Dept. Inspector Intro	19 Bldg. Dept. Support Intro	20 Bldg. Dept. Administrative	21 Bldg. Dept. New Version Conversion	22 Fund Accounting User Group
	25	26 Tax Level I	27 Tax Level II	28	29

March	3 Assessing & Tax Report Writer	4 Fund Accounting I	5	6 Fund Accounting II	7
	10	11 Utility Billing Refresher I	12 Utility Billing Refresher II	13	14
	17 Bldg. Dept. Inspector Intro	18 Bldg. Dept. Support Intro	19 Bldg. Dept. Administrative	20 Bldg. Dept. New Version Conversion	21 Good Friday Closed at Noon
	24 Delinquent Personal Property	25 Special Assessments	26	27 Utility Billing Report Writer	28
	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

1st Quarter, 2008

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
ASSESSING			UNIT: _____
Assessing Level I	_____	_____	COUNTY: _____
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	
Assessing Level IV	_____	_____	
Personal Property	_____	_____	CONTACT: _____
Apex Sketch	_____	_____	
Commercial/Industrial	_____	_____	PHONE: _____
Splits & Combination	_____	_____	
TAX			EMAIL: _____
Tax Level I	_____	_____	ATTENDEES: _____
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	_____	_____	
Utility Billing Refresher I	_____	_____	
Utility Billing Refresher II	_____	_____	
_____	_____	_____	
IT RIGHT COURSE			_____
Web Design (9am-Noon)	_____	_____	_____

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