

# Equalizer Software Training Schedule

## 3rd Quarter, 2008

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>July</b>		APEX <b>1</b>	Assessing & Tax Report Writer <b>2</b>	<b>3</b>	<b>Closed Independence Day 4</b>
	Assessing Level I <b>7</b>	Assessing Level II <b>8</b>	Assessing Level III <b>9</b>	<b>10</b>	<b>11</b>
	<b>14</b>	IT Right Web Design <b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
	Bldg. Dept. Inspector Intro <b>21</b>	Bldg. Dept. Support Intro <b>22</b>	Bldg. Dept. Admin <b>23</b>	Bldg. Dept. New Version Conversion <b>24</b>	<b>25</b>
	<b>Asg IV- Big Rapids 28</b>	<b>Personal Property - Big Rapids 29</b>	<b>30</b>	<b>31</b>	

<b>August</b>					<b>1</b>
	Assessing Level I <b>4</b>	Assessing Level II <b>5</b>	Fund Accounting I <b>6</b>	Fund Accounting II <b>7</b>	<b>8</b>
	APEX <b>11</b>	Utility Billing Report Writer <b>12</b>	Splits/Combo <b>13</b>	Utility Billing Refresher I <b>14</b>	Utility Billing Refresher II <b>15</b>
	Bldg. Dept. Inspector Intro <b>18</b>	Bldg. Dept. Support Intro <b>19</b>	Bldg. Dept. Administrative <b>20</b>	Bldg. Dept. New Version Conversion <b>21</b>	IT Right Web Design <b>22</b>
	Tax Level I <b>25</b>	Tax Level II <b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

<b>September</b>	<b>Closed Labor Day 1</b>	Commercial Industrial <b>2</b>	Delinquent Personal Property <b>3</b>	<b>4</b>	<b>5</b>
	Assessing Level III <b>8</b>	Assessing Level IV <b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	Tax Level I <b>15</b>	Tax Level II <b>16</b>	Special Assessments <b>17</b>	<b>18</b>	<b>19</b>
	Bldg. Dept. Inspector Intro <b>22</b>	Bldg. Dept. Support Intro <b>23</b>	Bldg. Dept. Administrative <b>24</b>	Bldg. Dept. New Version Conversion <b>25</b>	IT Right Web Design <b>26</b>
	<b>29</b>	<b>30</b>			

**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, 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
<b>ASSESSING</b>			
Assessing Level I	_____	_____	<b>UNIT:</b> _____
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	<b>COUNTY:</b> _____
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	_____	_____	
Tax Level II	_____	_____	<b>ATTENDEES:</b> _____
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 I	_____	_____	
Utility Billing Refresher II	_____	_____	
<b>IT RIGHT COURSE</b>			
Web Design (9am-Noon)	_____	_____	

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**