

Equalizer Software Training Schedule

4th Quarter, 2008

	Monday	Tuesday	Wednesday	Thursday	Friday
October			1	2	3
	6 APEX Sketch	7 Fund Accounting I	8 Fund Accounting II	9	10
	13 Bldg. Dept. Inspector Intro	14 Bldg. Dept. Support Intro	15 Bldg. Dept. Administrative	16 Bldg. Dept. New Version Conversion	17
	20 Assessing Level I	21 Assessing Level II	22 Assessing Level III	23 I.T. Right Web Design	24
	27 Tax Level I	28 Tax Level II	29 Special Assessments	30	31

November					
	3 Assessing Level I - Big Rapids	4 Assessing Level II - Big Rapids	5 Personal Property Big Rapids	6	7
	10 Tax Level I / Asg/Tax Report Writer Big Rapids	11 Tax Level II	12	13 I.T. Right Web Design	14 Payroll Users Group
	17 Bldg. Dept. Inspector Intro	18 Bldg. Dept. Support Intro	19 Bldg. Dept. Administrative	20 Bldg. Dept. New Version Conversion	21 Payroll Users Group
	24 Splits & Combination	25 Commercial/Industrial	26	27 Thanksgiving	28 Closed

December	1 Tax Level I	2 Tax Level II	3 Special Assessments	4	5
	8 Assessing Level IV	9 APEX Sketch	10 Delinquent Personal Property	11	12
	15 Bldg. Dept. Inspector Intro	16 Bldg. Dept. Support Intro	17 Bldg. Dept. Administrative	18 Bldg. Dept. New Version Conversion	19
	22	23	24 Christmas Eve	25 Christmas	26
	29	30	31 New Year's Eve Closed at noon	New Year's Day	

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

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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

Typically, class instructors will be Dan Kirwin (Assessing & Tax), Chris Polack (Tax), Jeff Howe (Building Department), Bill Garner (Utility Billing) or Jason Hafner (Fund Accounting). 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	Registrant Information
Assessing			Unit: _____ County: _____ Contact: _____ Phone: _____ Email: _____ Attendees: _____ _____ _____
Assessing Level I	_____	_____	
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	
Assessing Level IV	_____	_____	
Personal Property	_____	_____	
APEX Sketch	_____	_____	
Commercial/Industrial	_____	_____	
Splits & Combination	_____	_____	
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	_____	_____	
Utility Billing Refresher I	_____	_____	
Utility Billing Refresher II	_____	_____	
I.T. 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 Township
- ____ Big Rapids with Dan Kirwin