

Equalizer Software Training Schedule

3rd Quarter, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday
July			1	2	3 Independence Day Observed - Closed
	6	7 .Net Assessing Training	8 .Net Tax Training	9	10
	13	14	15	16 APEX Sketch	17
	20 Bldg. Dept. Inspector Intro	21 Bldg. Dept. Support Intro	22 Bldg. Dept. Administrative	23 Bldg. Dept. New Version Conversion	24
	27 Tax Level I	28 Tax Level II	29 Delinquent Personal Property	30 Asg/Tax Report Writer	31
August	3	4	5	6	7
	10 Assessing Level I	11 Assessing Level II	12 Assessing Level III	13 Assessing Level IV	14
	17 Bldg. Dept. Inspector Intro	18 Bldg. Dept. Support Intro	19 Bldg. Dept. Administrative	20 Bldg. Dept. New Version Conversion	21 I.T. Right Dnn Web Design
	24 Tax Level I	25 Tax Level II	26 Special Assessments	27	28
	31 .Net Tax Training				
September		1 .Net Assessing Training	2	3	4
	7 Labor Day Closed	8 Assessing Level I	9 Assessing Level II	10 APEX Sketch	11
	14 Bldg. Dept. Inspector Intro	15 Bldg. Dept. Support Intro	16 Bldg. Dept. Administrative	17 Bldg. Dept. New Version Conversion	18
	21 Splits & Combination	22 Commercial/Industrial	23 Personal Property	24	25 I.T. Right Dnn Web Design
	28	29	30		

Groups of 4 or more may schedule Assessing & Tax Training in Big Rapids with Dan Kirwin. Contact 517-819-3625.

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			
Assessing Level I	_____	_____	Unit: _____ County: _____ Contact: _____ Phone: _____ Email: _____ Attendees: _____ _____ _____ _____
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	
Assessing Level IV	_____	_____	
Personal Property	_____	_____	
APEX Sketch	_____	_____	
Commercial/Industrial	_____	_____	
Splits & Combination	_____	_____	
.Net Assessing Training	_____	_____	
Tax			
Tax Level I	_____	_____	
Tax Level II	_____	_____	
Special Assessments	_____	_____	
Delinquent Personal Property	_____	_____	
Asg/Tax Report Writer	_____	_____	
.Net Tax Training	_____	_____	
Building Dept.			
Inspector Intro	_____	_____	
Support Staff Intro	_____	_____	
Administrative (Advanced)	_____	_____	
New Version Conversion	_____	_____	
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 note: If you do not receive a confirmation within 2 business days upon submission of your registration, please call us to confirm your reservation for the class.