

Equalizer Software Training Schedule

4th Quarter, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday
October				1	2
	5 Tax Level I	6 Tax Level II	7 Special Assessments	8	9
	12 .Net Assessing Training	13 .Net Tax Training	14 APEX Sketch	15 Asg/Tax Report Writer	16 I.T. Right Dnn Web Design
	19 Bldg. Dept. Inspector Intro	20 Bldg. Dept. Support Intro	21 Bldg. Dept. Administrative	22 Bldg. Dept. New Version Conversion	23
	26 Assessing Level I	27 Assessing Level II	28 Assessing Level III	29	30
November	2 Assessing Level IV	3 Asg/Tax Report Writer	4 Personal Property	5	6
	9 .Net Assessing Training	10 .Net Tax Training	11	12	13 I.T. Right Dnn Web Design
	16 Bldg. Dept. Inspector Intro	17 Bldg. Dept. Support Intro	18 Bldg. Dept. Administrative	19 Bldg. Dept. New Version Conversion	20
	23	24	25	26 Thanksgiving	27 Closed
	30 Assessing Level I				
December		1 Assessing Level II	2 Splits & Combination	3	4
	7 Bldg. Dept. Inspector Intro	8 Bldg. Dept. Support Intro	9 Bldg. Dept. Administrative	10 Bldg. Dept. New Version Conversion	11
	14 Tax Level I	15 Tax Level II	16 Delinquent Personal Property	17 APEX Sketch	18
	21	22	23	24 Christmas Eve	25 Christmas
	28	29	30	31 New Year's Eve Closed at Noon	

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

Registration Information

4th Quarter, 2009

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.**