



COURSE REGISTRATION APPLICATION

A completed registration application is required for each attendee. Registrations are processed on a first-come, first-served basis. We recommend that you submit your application at least one month prior to the scheduled course date in order to reserve a seat.

For more detailed information on our standard courses, go to <http://www.openspirit.com/training.html>. If you have any questions, please contact us at training@openspirit.com or call OpenSpirit at +1 281.295.1400.

Incomplete or unsigned registration applications will not be processed and may delay seat reservation. After your application is processed, you will receive an acknowledgement of reservation notifying you of your payment and seating status.

Courses are confirmed or cancelled based on enrollment status 10 business days prior to the scheduled start date. Please see the next page for information regarding cancellations and schedule changes.

ATTENDEE NAME AND ORGANIZATION ADDRESS (one registration form per person, please)

Name _____ Organization & Department _____

Organization Street Address (no P.O. boxes) _____

City _____ State/Country _____ Postal Code _____

Telephone _____ Fax _____ E-mail address _____

What OpenSpirit-enabled application(s)/data store(s) do you use in your organization?

How did you first learn about our courses?

Our newsletter Our website Direct contact with us Tradeshow Referral Other

BILLING INFORMATION (if different than above)

Organization _____ Contact person _____

Address _____

Telephone _____ Fax _____ E-mail address _____

Please check the course(s) for which you are enrolling.

✓	COURSE NAME	DATE	PRICE
	OpenSpirit Basics		\$500.00
	OpenSpirit for Administrators		\$500.00
Attendee signature (required) _____			SUBTOTAL
			Sales tax (8.25%)
			TOTAL

PLEASE MAKE CHECKS PAYABLE TO OPENSPIRIT CORPORATION

REGISTRATION PROCEDURE

Complete this form and fax to us to reserve a seat. Fax number: +1 281.295.1401

Mail this form along with payment to: OpenSpirit Corporation, Attn: Training,
77 Sugar Creek Center Blvd. Suite 550, Sugar Land TX 77478 USA

PAYMENTS MUST BE RECEIVED BEFORE COURSE DATE IN ORDER TO BE REGISTERED.

REGISTRATION INFORMATION

A completed registration application is required from each attendee.

Registrations are processed on a first-come, first-served basis. It is recommended that you submit your application to us at least one month before the course date. For additional information, access the pertinent course description from to <http://www.openspirit.com/training.html>. If you have any questions, please contact us at training@openspirit.com or call OpenSpirit at +1 281.295.1400.

Prepayment is required for admission to the course(s).

Payment may be made by check or by special arrangement (contact us at sales@openspirit.com regarding alternate payment procedures). Mail your check and original signed application to: OpenSpirit Corporation, Attn: Training, 77 Sugar Creek Center Blvd. Suite 550, Sugar Land TX 77478. **NOTE:** Before mailing your check and application, fax your application to us at +1 281.295.1401. This will reserve your seat.

The course fee includes a \$100 nonrefundable administration fee.

Course fee minus the administration fee will be charged if we receive notice of cancellation (by email to training@openspirit.com, fax at +1 281.295.1401, or phone at +1 281.295.1400) at least ten business days before the course date. Full tuition will be charged for cancellations made nine days or less before the course date as well as for no-shows.

Attendee substitutions are allowed.

An attendee's seat may be filled by another person from the same organization. We request prior notification of any substitutions.

Courses may be changed or cancelled.

Courses will be confirmed or cancelled based on the enrollment status ten business days prior to the course date. In the event of course cancellation, registrants will be notified at the earliest opportunity and will be offered a refund (minus the \$100 administration fee) or transfer of registration to another course date. If a transfer of registration is selected, no additional fees will be required.

Transportation and accommodations are the registrant's responsibility.

Registrants will be provided a facility location map and a list of area hotels. OpenSpirit assumes no responsibility for nonrefundable travel arrangement losses resulting from course scheduling changes or cancellations.

Lunch will be provided for each course.

Please contact us if you have special dietary requirements.

All course materials will be provided at the course.

Casual business attire is suggested.



www.openspirit.com

Phone: +1 281.295.1400

Fax: +1 281.295.1401

E-mail: training@openspirit.com