



# Training and Development Registration Form and Fees

Registration and payment for our courses are required prior to any event. Price includes full day training event(s), participant journal, action planning, continental breakfast and beverages.

Please fill out the following section according to your chosen course. Details can be found on our website.

Course Title: \_\_\_\_\_ Course Date: \_\_\_\_\_

City Location: \_\_\_\_\_ Time: \_\_\_\_\_ Price: \_\_\_\_\_

## Registrant Information:

Name: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail (required for confirmation): \_\_\_\_\_



Business Leaders For Tomorrow is in compliance with the Americans with Disabilities Act. Should you need special physical or dietary accommodations, please do not hesitate to contact us.

## Payment Options:

1) Enclosed is my check for the amount of \_\_\_\_\_, made payable to **Business Leaders For Tomorrow**

Please mail payment to: Business Leaders For Tomorrow  
7001 W. North Avenue, Suite 204  
Oak Park, IL 60302

2) Please charge my:  MasterCard  Visa  AMEX  Other Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*Payment must be received 72 hours prior to the start of the event**

**Cancellation Policy:** Participants may receive a full refund if written notice of cancellation is provided at least 20 business days prior to the event. Participants will be charged a 20% cancellation fee for cancellations received with less than 20 business days notice.

Please Fax Registration To: 708.433.5335 (Attn: Training Workshop) or e-mail to [accounting@trainleaders.com](mailto:accounting@trainleaders.com)

Questions? Contact us at [info@trainleaders.com](mailto:info@trainleaders.com) or 708.848.2582

For additional Terms & Conditions, please visit our website at [www.trainleaders.com](http://www.trainleaders.com)

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_