

## **TECH TRAINING HOUSE CALLS**

### **Course Confirmation/Payment Form**

Terms and Conditions:

- Telephone the HRLC Regional Office at 1-800-638-4752 to register for the course.
- Cancellation Policy: Class payments for Tech Training House Calls are NON-REFUNDABLE. HRLC reserves the right to cancel any class that is less than 60% full within 4 business days of the class. If HRLC cancels a class, credit will be given toward another class.
- Registering for a class means you agree to the Terms and Conditions of the Cancellation Policy.
- Please call 800-638-4752 if you can't attend!
- Cost: \$25 for 1/2 day course; \$50 for full day; \$100 for two-day course.
- Complete the registration form. (Keep a copy for yourself!)

**YES! I CALLED THE REGIONAL OFFICE FIRST AND REGISTERED BY PHONE FOR THE CLASS INDICATED BELOW.**

*Please print clearly.*

Name \_\_\_\_\_

Library \_\_\_\_\_

Telephone (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

E-mail \_\_\_\_\_

Course Name \_\_\_\_\_

Course Code \_\_\_\_\_ Course Location \_\_\_\_\_

Course Date \_\_\_\_\_ Course Time \_\_\_\_\_

Total amount enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_

Check, payable to "Highlands Regional Library Cooperative" OR  Purchase Order



**PLEASE DO NOT SEND IN THIS FORM WITHOUT REGISTERING BY PHONE FIRST!**

*Please remember to mark check/P.O. with student name(s) and  
Tech Training House Calls course name.*

**Send this form along with check or library Purchase Order for the total amount owed to:**

**Highlands Regional Library Cooperative**  
400 Morris Avenue, Suite 202, Denville, NJ 07834  
(Our delivery ID # is 1146)  
TEL: 973-664-1776 / 800-638-4752  
FAX: 973-664-1780  
[www.hrlc.org](http://www.hrlc.org)