



Custom Training Request Form

Please use this form to request a private training session. Based on your training needs, we will contact you with a quote. Incomplete forms will delay processing. **Please print clearly!** Thank you!

About you			
Are you a new or returning customer? <input type="checkbox"/> New <input type="checkbox"/> Returning		Is this for an individual or business? <input type="checkbox"/> Individual. Please complete section 1a & skip 1b <input type="checkbox"/> Business. Please complete section 1b & skip 1a	
<i>1a for individuals</i>			
Last name		First name	
Home Address (street, Apt, etc)			
City		State	Zip
Email		Phone	
<i>1b for businesses</i>			
Business name		Website (if applicable)	
Last name		First name	Student name (leave blank if it's you)
Business address:			
City		State	Zip
Email		Phone	

Desired training	
Tell us about your specific learning need(s)	Preferred days & times (please specify at least three alternatives)

Signature _____

Date _____

I certify that I have read, understood, and will abide by the guidelines stated below:

- You are at least 18 years of age. For safety, children (including infants) are not permitted while class is in session.
- Techna Center, LLC reserves the right to reschedule, postpone, extend or cancel any course due to circumstances beyond Techna Center, LLC's control. If a course is cancelled by Techna Center, LLC for any reason, you can enroll in a subsequent course or upon your request a full refund will be issued of the fees paid for that course.
- Cancellation requests and no-shows are not subject to any refunds.
- A \$35 fee will be charged for any bank-rejected checks.