



**REGISTRATION FORM**  
**FAX TO: 1-902-628-0300**

**1. CLASS** (Check all that apply)

Class Name	Location (City)	Date	Course Fee
MapInfo Professional Level I - Fundamentals <input type="checkbox"/>			\$ each
MapInfo Professional Level II - Advanced <input type="checkbox"/>			\$ each
Introduction to Vertical Mapper <input type="checkbox"/>			\$ each
Please add 13% HST for training in NB or NS			HST
Please add 5% GST for training in PE			GST
<b>TOTAL</b>			<b>\$</b>

**2. WHO WILL ATTEND**

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**3. YOUR ORGANIZATION** (Please be complete. We use this information to mail your confirmation.)

Company Name \_\_\_\_\_ Address \_\_\_\_\_ Suite/Mail Stop \_\_\_\_\_  
 City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

**4. METHOD OF PAYMENT**

Payment is due in advance of the class start date. Please indicate your method of payment. Print Clearly.

Cheque Payable to Baseline Business Geographics Inc. (PO Box 123, Charlottetown, PE C1A 7K2)  
 Bill my Company – Attention \_\_\_\_\_ PO # \_\_\_\_\_  
 Billing Address (if different from above) \_\_\_\_\_

\_\_\_\_\_ Expiry Date \_\_\_\_\_  
 Credit Card No.  Mastercard.  Visa  AMEX  
 Card Holder Name (PLEASE PRINT CLEARLY) \_\_\_\_\_  
 Card Holder Signature \_\_\_\_\_

**5. CANCELLATION POLICY**

Due to limited class size, Baseline Business Geographics Inc must maintain a firm refund policy for cancellations. If it is necessary for you to cancel your registration, please see attached policy.

**6. SIGNATURE**

I have read and understand the cancellation and rescheduling policies.

\_\_\_\_\_  
 SIGNATURE (Required to process application) DATE



## *General Information*

- Course Times** Classes will run from 9:00am to 4:30pm with an hour for lunch and two short breaks.
- Course Fees** Payment is due in advance of course start date. See course offerings for cost. Baseline Business Geographics Inc accepts company cheque, money orders, Mastercard, Visa, American Express, government and education purchase orders.
- Cancellations** If you must cancel..... due to limited class size, Baseline Business Geographics Inc must maintain a firm refund policy for cancellations. If it is necessary to cancel your registration, please note:
- If you cancel your seat no less than 10 business days prior to the class, your registration will be refunded in full.
  - If you cancel your seat up to 10 business days prior to the class, your registration will be refunded less 25% cancellation fee.
  - If you cancel your seat up to 5 business days prior to the class, your registration will be refunded less 50% cancellation fee.
  - We regret we can not refund any fees if you fail to attend and do not notify Baseline Business Geographics prior to the start of class.
- Rescheduling/  
Substitutions** You may reschedule a class no less than 10 business days prior to its beginning without penalty. If you need to reschedule a class up to 10 business days, a \$50.00 processing fee will be charged. There is no fee to send a substitute in your place. We do however, ask that you notify Baseline Business Geographics in advance of the course start date.
- Customised  
Training** Baseline Business Geographics can design a custom training course for your organisation. We work with you on a consultative basis and write tailored courseware that focuses on your business processes, how you will be using MapInfo products, and incorporating your data into exercises and cases that are directly relevant to your business. Call for more information and pricing.
- On-Site  
Training** We will send an instructor to your location to teach any of these MapInfo courses. Very often we can show you more new ways to see your data. You'll gain the benefit of personal, private instruction and save time and money by eliminating travel and associated costs for your group. Very often an on-site class for four or more students will cost less than a regional class. There is a limit to ten students per class. On-site training requires you to supply the computers and other hardware for each student.