

Etiquette Edge Academy

REGISTRATION FORM

Registration for trainings closes 5 days prior to the date of the training.

Name _____ Phone _____

Address _____

Email _____ Title _____

An invoice will be emailed to the below individual. All payments must be received within 48 hours of the training.

Invoice Email (if different from above) _____

How did you learn about us? _____

Have you attended one of our trainings before? Yes No

Are you interested in additional services from us? Yes No If yes, which ones _____

Are you registering 5 or more people? Yes* No *If yes, how many? _____

*10% Discount for registering 5 or more people

**Please select the below trainings

- Polished Impressions: Appearance Essentials for Success - \$250/Person
- Communication Couture: Mastering Text, Email, and More - \$250/Person
- Graceful Alignment: Posture, Presence, and Pronunciation - \$250/Person
- Elegance in the Workplace: Navigating Decorum & Etiquette - \$200/Person
- Digital Distinction: Social Media and Your Online Presence - \$200/Person
- The Fine Art of Business Dining: Mastering Etiquette - \$150/Person
- Connect & Conquer: Networking and Professional Events Mastery - \$150/Person
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TOTAL \$ _____

All cancellations must be in writing and submitted to EtiquetteEdgeAcademy@Gmail.com. Cancellations received before 5 days prior to the training date are subject to a charge of 25% of the registration fees for administrative costs. Cancellations received 4 days (or less) prior to the training date, forfeit the training fee and will receive no refund. No exceptions. Replacements by colleagues, i.e. transfer of the registration at no extra cost, and rescheduling are welcomed. Rescheduling can only be done once and must be done in writing, a minimum of 2 days prior to training. Rescheduling more than once will incur a \$75 administrative fee per occurrence.

Signature _____

Date _____