

VUANCE Training Policy

VUANCE, Inc. gladly provides training on products to their customers. In order to streamline the process for our customers and to ensure that your scheduled training is processed properly, please follow the simple steps below to obtain a training date. A training confirmation will be submitted to the customer once a signed copy of this document and all other required activities are completed.

VUANCE Training Customer Checklist:

Did you?:

- Submit a Purchase Order for the full amount of the training fees (including travel expenses, if applicable)
- Submit a down-payment of 25% of the total training fees (check, credit card, wire transfer) **this fee is non-refundable**
- Submit training registration forms for EACH attendee
- Submit a signed and dated copy of this corporate training policy

Policies

- ⇒ By signing this document, I understand and agree to the terms listed herein. As the customer I understand that I am responsible for the cost of the training plus any travel expenses incurred by the trainer if the training is being done off-site (including airfare, hotel accommodations, meals, and car rental). *A complete list of training expenses will be provided to you after the training for your records.*
- ⇒ I understand that the terms of the invoice for training are Net 30 Days, and I agree to make full payment of the training fees and any travel expense within 30 days of the completed training (*payment terms will only be extended if provided for in the initial quote*).
- ⇒ I understand that all employees that successfully complete VUANCE training will receive a training certificate via mail after the training.
- ⇒ I understand that in order to finalize a training date, all of the paperwork required by VUANCE must be submitted before a training date can be confirmed.
- ⇒ **I understand that should I choose to Cancel a training I am required to submit a cancellation request in writing 10 business days PRIOR to the training. I further understand that should I fail to provide proper cancellation notification, I will be responsible for the full amount of the training plus any travel expenses already incurred.**

By signing this agreement I agree to the terms of this policy and acknowledge that I have met all of the requirements listed above:

Signature: _____

Date: _____

Company Name: _____

PO#: _____