



# Training Registration

## ATTENDEE INFORMATION

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Parent Corporation/Division: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
 Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## BILLING INFORMATION (If different from above)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Parent Corporation/Division: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
 Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## MEMBERSHIP

Are you an AIAG member?     Yes                       No  
 Would you like to receive membership information?     Yes                       No

## PAYMENT INFORMATION

Check #, Money Order #, or Purchase Order #: \_\_\_\_\_

\*Make check or money order payable in U.S. funds to AIAG.  
 \*\*Minimum purchase of \$250 on purchase orders. Mail or fax copy of completed P.O. with registration.

**AIAG accepts Visa, MasterCard and American Express Credit Cards: For your safety we ask that you do not provide your credit card details to us on this training registration form. Instead, please provide a contact persons name and phone number where we can call you to obtain credit card information for this order. Your registration will not be processed until we are able to reach you to obtain credit card details. \*\*\*International customers placing credit card orders for training please place your order online (www.aiag.org)\*\*\***

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Remit to: Automotive Industry Action Group • P.O. Box 633719 • Cincinnati, OH 45263-3719 • (248) 358-3003 • Fax: (248) 799-7995 • www.aiag.org**

Course Title: \_\_\_\_\_

Cost: \_\_\_\_\_

### Class Date & Location

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Course Title: \_\_\_\_\_

Cost: \_\_\_\_\_

### Class Date & Location

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

## REGISTRATION INFORMATION

Phone: Call (248) 358-3003

Email PO and completed training registration form to: [order\\_inquiry@aiag.org](mailto:order_inquiry@aiag.org) or fax to (248) 799-7995

Mail: Send completed registration with check or money order (payable in U.S. funds), to:

Automotive Industry Action Group  
 P.O. Box 633719  
 Cincinnati, OH 45263-3719

If registering by mail, the registration must be received no later than 15 days prior to the scheduled class date.

### Please read the following information before submitting your registration

- AIAG reserves the right to cancel any class due to low enrollment and/or other circumstances beyond the control of AIAG. In the event that a class is cancelled, all registered attendees will be notified no less than 10 business days before the scheduled class date. AIAG is not responsible for airfare, lodging or other related expenses incurred on behalf of class registrants.
- AIAG is unable to reserve seats without payment. Full payment or an approved P.O. must be submitted with your registration.
- Please use one registration form per person. Make copies of this form for additional attendees.
- CANCELLATION POLICY: Requests for cancellations or transfers must be submitted in writing or emailed to [trainingcontact@aiag.org](mailto:trainingcontact@aiag.org). Registrations cancelled 11 or more business days prior to the course date will receive a refund for the amount of the class minus an administrative fee. Administrative fees are printed on the course confirmation letter or can be obtained by contacting the Customer Service Department. Registrations cancelled less than 11 business days prior to the course date, as well as registrants who do not attend their scheduled course, will forfeit the full registration fee. As a courtesy, one transfer request is allowed per course. The transfer request must be received in writing at least 5 business days prior to the course date and will include a transfer fee. Please change to: Email PO and completed training registration form to: [order\\_inquiry@aiag.org](mailto:order_inquiry@aiag.org) or fax to (248) 799-7995. Please see the attached comments in the form showing the changes. Substitutions are permitted at any time.
- AIAG complies with required Office of Foreign Asset Control (OFAC) regulations.
- If you have any dietary restrictions, please contact AIAG at least two weeks prior to the class.