

REGISTRATION FORM *Please duplicate this form for each participant.

Do you want vegetarian food? YES NO

Name of participant: _____ Title: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ ZipCode: _____

Telephone: _____ Ext.: _____ Personal Cell: _____ Corporate Cell: _____

Corporate Email: _____

Personal Email: _____

Approver Name: _____ Approver E-mail: _____

Approver Title: _____ Telephone: _____

Invoice | Please make invoice to this person: _____

(if different of completed fields above)

Email: _____ Telephone: _____ Ext.: _____

Amount due: \$ _____

***Send your Merchant Registration Certificate.
(Registro de Comerciante SURI)**

Single Event Registration

Event: _____ Dates: _____

ACCESO TOTAL - please fill here at least 4 or more trainings per year (8 or more dates) & SAVE up to \$385.00 per person

Event: _____ Dates: _____

Event: _____ Dates: _____

Event: _____ Dates: _____

Event: _____ Dates: _____

Event: _____ Dates: _____

Event: _____ Dates: _____

Event: _____ Dates: _____

Event: _____ Dates: _____

Event: _____ Dates: _____

Select Payment Method

Money Transfer (ACH) is Free / * Wire has a \$15 Charge:

ATH Móvil:

Company Check: _____

Please send us a photocopy of original check.

P.O. Number: _____ **Approvers name:** _____ **Date of payment:** _____

Credit Cards: Visa Master Card Amex

Card Number: _____ **Expiration Date:** _____

Name (As it appears on the card): _____ **Security ID:** _____
Front or back of Card (3 or 4 digits)

Name of person in charge of training in your company: _____

E-mail: _____ **Telephone:** _____ **Ext.:** _____

Registration Policy

1. Please complete and send to info@seminariosimagen.com or Fax 1-800-705-2370. By voluntarily filling our registration form, constitutes your acceptance and obligation to render full payment for the selected events and you agree to the conditions established in this document which is a short version of <http://seminariosimagen.com/registration-policy/>. Returned Checks will have a \$25.00 charge fee.
2. Purchase Order, Payment Commitment Letter: Seminarios Imagen (Sii) will notify you the next business day if not approved. Extra fees might apply if terms and conditions are not met by the client.
3. There is a \$20.00 charge for Door Registrations and are subject to space availability.
4. IVU Partially Exempt Business to Business Transaction: In accordance to regulatory changes in Puerto Rican Law 72-2015, a tax of 4% of any purchase total amount must be added to B2B transactions. You must submit the Merchant Registration Certificate (Registro de Comerciante de SURI) and Form 2916. Otherwise we will charge 11.5%.
5. Participant substitution: Participants can be substituted without penalty (excluded participants of the Acceso Total offer, see clause 8). You must notify the change 24 hours prior to the event.
6. Cancellations: No refunds will be given due to cancellations; Customer has the obligation to render full payment for the selected events/workshops. "Sii" will issue company credits as follows: If you cancel 14 business days before the event the penalty is \$50.00 for each event day. Made between 13 and 7 business days the penalty is \$110.00 for each event day. No credit will be granted to cancellations made 6 business days or less prior to event. Transfers and credits will be valid for 1 year from the day of the original purchase.
7. No show: Neither credit nor refund will be given for partial or total absences. Requires full payment.
8. Un Día a la Vez, Acceso Total, Estudiantes o Grupos offers require registration adjustments according to each seminar's curricular objectives. Acceso Total participants have 1 year from the date of purchase to consume all the days. No roll-over will be granted. Changes to event choices are allowed 14 or more days prior to the date of each event. A company credit will be given if you change to a lower cost event. In case the change is to a higher cost event, the difference in cost will be charged. A valid photo ID will be required for Acceso Total offer participants and cannot be transferred nor sold to a third party. Estudiantes offer requires a valid photo ID from an accredited institution.
9. Only one offer will be honored and cannot be combined with other offers nor applied to previous purchases.
10. We reserve the right of admission. Courses could be canceled or rescheduled.

Signature / Digital Signature

I acknowledge and agree to the statement and conditions established in this document.

Approver's Signature

Approver's Name

Please make check payable to:

Seminarios Imagen, Inc.

PO BOX 9118

San Juan PR 00908

Tel. 787-724-2548

Fax 1-800-705-2370

e-mail: info@seminariosimagen.com

www.seminariosimagen.com

