



Training Change Order

To confirm seating, complete this form and fax it to AxSys Inc. at (248) 926-9085. **Payment is required (2) weeks prior to class to enroll. A cancellation fee of \$200.00 for each attendee** will be charged for cancellation within the (2) week period before the first day of class. In the case of a student cancellation, the remainder of the enrollment fee (class fee minus \$200.00 cancellation fee) will be applied towards a future class, based on availability. No refunds will be given.

Note: You will receive a return fax confirming the availability of the requested change in training classes.

I have read and agree to the terms of this Change Order.
Initial Here → _____
Date → _____

COMPANY _____

COMPANY ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ **FAX** _____

AUTHORIZED BY _____

P.O. NUMBER _____

Please Check the Desired Change Box and Enter the Associated Information.

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reschedule	_____ Original Date	_____ New Date	_____ Cost
	Student Substitution	_____ Original Student Name		
	Class Substitution	_____ Old Class		
		_____ New Class		

FOR INTERNAL USE ONLY

Confirmed By Axsys, Inc. for Requested Change

_____ (Initials)