



## AFTER HOURS AND OFFSITE AUTHORIZATION

### Company Information

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

PO#: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Requestor's Information

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

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

Classes Needed: \_\_\_\_\_

Date of Class: \_\_\_\_\_ Time: \_\_\_\_\_ Number of Students: \_\_\_\_\_

\*Please list contact information if there is a need to call during after hour/offsite classes below:

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

### Requirements

- ❖ All After Hours and Offsite Training requires a minimum of 10 students.
- ❖ All individuals must be scheduled and present for the class.
- ❖ Failure to show up within 30 minutes after the scheduled time will result in student not being allowed to take course.
- ❖ If a student/company fails to cancel or is not present, the company is still responsible for payments.

### Pricing

- ❖ **After Hours-** There will be an hourly charge of \$150.00 per hour for actual hours required and the cost of the course. All courses are conducted at our Sulphur location: 3621 East Napoleon St. Sulphur, Louisiana 70663.
- ❖ **Offsite Training-** There will be an offsite fee of \$3,000.00 per day, \$35.00 per student, and the cost of the course.

Please check one of the following: After Hours- \_\_\_\_\_ Offsite- \_\_\_\_\_

I authorize the Safety Council of SWLA to bill the stated company for the minimum charges depending on the training needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_