



**AFTER HOURS AND OFFSITE AUTHORIZATION**

**SCSWLA shall provide the following classes at the request of:**

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

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

Estimated Number of Students \_\_\_\_\_

Date of Class: \_\_\_\_\_ Time: \_\_\_\_\_

**After Hours/ Offsite Point of Contact Name:** \_\_\_\_\_

**After Hours/ Offsite Phone Number:** \_\_\_\_\_

**After Hours and Offsite Trainings require a minimum of 10 students.**

**After Hours-** There will be an hourly charge of \$150 per hour for actual hours required.

**Offsite Training-** There will be an offsite fee of \$3,000 per day, \$45 per student, and the cost of the course.

All individuals must be scheduled and be present at the day of the class. If an individual fails to show up 30 minutes after the scheduled start time, we will not be able to assist him or her.

All After Hours training will be conducted at our Sulphur Location 3621 East Napoleon St.

If a company request an offsite or after hours training and fails to cancel the training or employees fail to show up for training, the company is still responsible for payment.

I authorize SCSWLA to bill the stated company for the minimum number of students required, and the training taken if greater than the minimum number. In addition, there will also be an hourly or call out charge for the Basic Orientation Plus.

Company PO # or Reference number \_\_\_\_\_

Authorization and Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Member Company Representative)