

Authorization to Bill – Leadercast 2021

Thank you for your interest in **Leadercast 2021** event. Payment is required at the time of registration; this form will allow us to invoice your company/organization; however, we need billing information and your authorization to do so PRIOR to registration. If you have a question, contact Tonya Thornhill at **(540) 869-0771** or TThornhill@lfcc.edu.



DIRECTIONS

Please complete the following form providing all requested information. Once you have completed this form, it requires an authorized signature from your company/organization. **Use this form for up to four students in one class.**

Once this form is received, we will invoice you when the class(es) begin. Terms are Net 30 from the Invoice/Statement Date and payable to **LFCC Workforce Solutions**. Most Invoice/Statements are typically itemized by student, class name, class dates, and amount.

FOUR OPTIONS FOR SUBMITTING AUTHORIZATION TO WSCE:

1. **SCAN** the completed and signed form, save as a **PDF**, and **EMAIL**. Email the form to our office at TThornhill@lfcc.edu.
2. **FAX** the completed and signed form to WSCE at **(540) 868-7020**. Fax to the attention of Tonya Thornhill.
3. **MAIL** the completed and signed form to WSCE at LFCC Workforce Solutions, ATTN: Corporate Training/Registration, 173 Skirmisher Lane, Middletown, VA.
4. **BRING** the completed and signed form to either the WSCE office in Middletown (**Corron 103**) or Fauquier (**Room 209**).

TODAY'S DATE: _____

Company / Organization Information

Invoice/Statement to be mailed to this address

COMPANY/ORGANIZATION NAME: _____
ATTN: Accounts Payable or: _____
PO BOX OR STREET ADDRESS _____
CITY, STATE, ZIP _____
PHONE NUMBER _____
FAX NUMBER _____
COMPANY/ORGANIZATION FEDERAL IDENTIFICATION NUMBER (EIN or FIN) _____

Company/Organizational Authorization:

NAME: _____
TITLE _____
PHONE: _____
EMAIL _____

Signature: Authorization to Bill must be signed.

AUTHORIZED SIGNATURE: _____ **DATE:** _____

Leadercast Pricing Options:

Middletown Event, September 24, 2021

_____ Individual Event Ticket: \$99/pp
_____ Event Table for 6: \$570 (\$95/pp for 6-11 participants)
_____ Two Event Tables for 12: \$1,080 (\$90/pp for 12 or more)

Fauquier Event, October 1, 2021

_____ Individual Event Ticket: \$99/pp
_____ Event Table for 6: \$570 (\$95/pp for 6-11 participants)
_____ Two Event Tables for 12: \$1,080 (\$90/pp for 12 or more)

_____ *Individual online 5-day access pass: \$75/pp (flexible dates)*

Total # of Participants: _____

Total Cost to be Billed: \$ _____