

Request to be Invoiced...

Thank you for your interest in taking **Workforce Solutions** classes. Payment is required at registration; however, we can invoice companies and organizations but need your permission to do so.

Workforce Solutions is part of Laurel Ridge Community College who will actually invoice your company/organization. To do so, we need an "Authorization to Bill". Below the line is a sample **Authorization Form**.

Please provide the required information (in blue) so we can invoice your company/organization.

Copy and paste into (or recreate) an email and email to CorporateTraining@laurelridge.edu

If you have any questions, please contact us at (540) 868-7021. We'll be happy to assist you.

DATE: Month, Day, Year

Laurel Ridge Community College
Workforce Solutions and Continuing Education
ATTN: Course Registration
173 Skirmisher Lane
Middletown, VA 22645

Authorization to Bill for Laurel Ridge Workforce Solutions Classes

This letter serves as authorization for Laurel Ridge Community College to invoice our company for the following students who are taking classes:

TOTAL TUITION COST TO BE BILLED: **Early Bird Price:** \$1,795 per person until Jan. 17, 2025
Jan. 18, 2025 \$1,995 per person

CLASS: **Leadership Basecamp Middletown Spring 2025** starts – 2/27/2025 from 8 – 4:30 PM
Every other week

	Employee's Full/Legal Name	Date of Birth	Employee's Email Address	Employee's Direct Phone #	VCCS EmpID or Last 4 digits of SSN
1					
2					
3					
4					
5					

Our Company/Organization **Federal Identification Number** (EIN or FIN) is: ##-#####

Please mail the invoice to the following address:

Your Company Name
ATTN: Accounts Payable
Your Street Address
Your City, State, Zip
Your Phone Number
Your Fax Number

Authorization by:

NAME: Authorized Contact person at your company
TITLE: Authorized Contact person's title
PHONE: Authorized Contact person's direct phone number
EMAIL: Authorized Contact person's email address