

Authorization to Bill – Leadercast 2024



Thank you for your interest in **Leadercast 2024** 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 Corporate Training at **(540) 868-7021** or corporatetraining@Laurelridge.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 all 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 **Laurel Ridge Workforce Solutions**. Most Invoice/Statements are typically itemized by student, class name, class dates, and amount.

FOUR OPTIONS FOR SUBMITTING AUTHORIZATION TO Workforce Solutions Continuing Education (WSCE)

1. **SCAN** the completed and signed form, save as a **PDF**, and **EMAIL**. Email the form to our office at TThornhill@laurelridge.edu.
2. **MAIL** the completed and signed form to WSCE at Laurel Ridge Workforce Solutions, ATTN: Corporate Training/Registration, 173 Skirmisher Lane, Middletown, VA.
3. **BRING** the completed and signed form to either the WSCE office in Middletown (**Corron Center**) or Fauquier (**Wok Hall**).

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/Organization Authorization:

NAME: _____
TITLE _____
PHONE: _____
EMAIL _____

Signature: Authorization to Bill must be signed.

AUTHORIZED SIGNATURE: _____

DATE: _____

Middletown Event: Thursday, May 23, 2024

Individual Event Ticket: \$129/pp

Event Table for 6: \$645 (includes a seat free)

Fauquier Event: Friday, June 14, 2023

Individual Event Ticket: \$129/pp

Event Table for 6: \$645 (includes a seat free)

Total # of Participants: _____

Total Cost to be Billed: \$ _____

Enter participants on next page...

Participants Information:

We authorize Laurel Ridge Community College to invoice our company/organization for the following students who are taking this class:

	Employee's Full/Legal Name	Date of Birth	Employee's Email Address	Employee's Direct Phone #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				