



**Quaboag Valley  
Community Development Corporation  
& Quaboag Valley Business Assistance Corporation**

23 West Main Street, Suite 1 • Ware, MA 01082  
413-967-3001-ph • 413-967-3008-fx www.QVCDC.com

**Request for Computer Training at Your Business Site  
(CDC “off-site”)**

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

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street or P.O. Town Zip code

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Training includes: (check all that apply)

- Windows/ Internet     Word Basic     Word Intermediate     Word Advanced
- Excel Basic     Excel Intermediate     Excel Advanced     Powerpoint
- Access Basic     Access Intermediate     Publisher     Front Page
- Quickbooks for Users     Quickbooks for Small Businesses     Bookkeeping Basics
- All About eBay     Other: \_\_\_\_\_

Number of students: \_\_\_\_\_

Explain current skill level of students and what you want them to learn: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe “Training” Room: \_\_\_\_\_

Number of your computers available for training: \_\_\_\_\_ Do all have the requested software loaded? \_\_\_\_\_

Preferred Training Days: (check all that apply)     Mon     Tues     Wed     Thurs     Fri     Sat

Preferred Time(s) of Day for Training: \_\_\_\_\_

Preferred Beginning Training Date: \_\_\_\_\_

Terms and Conditions: CDC off-site computer training normally includes 6 hours of training per course (12 hours for Quickbooks). There is a minimum of two students, maximum of four. We will charge our published rate for the course per student, plus a flat off-site charge of \$60 per course and mileage (\$.45/mi) for our instructor calculated from either our Palmer or Ware office, whichever is closer to the business. Ability to schedule is dependent upon Instructor availability at the times and locations desired; CDC laptop computers may be available at times (additional costs may apply). Deposit of 50% is due prior to the first class; 50% will be due upon invoice at the completion of the course. These terms and Conditions are subject to change; some may be waived at the discretion of the Program Manager.

***Please register us for the course(s) requested. We understand and agree with the Terms and Conditions.***

Signed: \_\_\_\_\_

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