

# ASHRAE HVAC Design Training: Level I

## Registration Form

### London, UK

Please Enroll Me In:  November 2019 – London, UK

HVAC Design: Level I – Essentials (25-27 November 2019)

- Non-Member: **\$925 (\$759 by October 23, 2019)**  
 ASHRAE Member: **\$825.00 (\$659 by October 23, 2019)**  
 Groups of 2 or more: **\$659.00** per person

**Total:** \_\_\_\_\_

Primary Registrant Contact Information (Please print clearly)

Full Name \_\_\_\_\_ Company \_\_\_\_\_

ASHRAE Member:  Yes  No

Name to Appear on Certificate \_\_\_\_\_  
(Only complete if attending training)

Address \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_ Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Billing Information:  Check  Wire Transfer (Payment directions on page 2)

Credit Card \_\_\_\_\_

Cardholder's name \_\_\_\_\_ Expiration date \_\_\_\_\_

Additional Company Registrants (Please print clearly)

Name \_\_\_\_\_ ASHRAE Member:  Yes  No

Name to Appear on Certificate \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ ASHRAE Member:  Yes  No

Name to Appear on Certificate \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ ASHRAE Member:  Yes  No

Name to Appear on Certificate \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ ASHRAE Member:  Yes  No

Name to Appear on Certificate \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ ASHRAE Member:  Yes  No

Name to Appear on Certificate \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ ASHRAE Member:  Yes  No

Name to Appear on Certificate \_\_\_\_\_ Email \_\_\_\_\_

## General Information

**Fee Covers:** Course admittance, course materials, publications, break refreshments, and lunches.

**Transfer, Cancellation and Refund Policy:** Registration fees will be refunded in full if cancellation is received by ASHRAE Learning Institute at least 30 days prior to the training date. Cancellations received 15-29 days prior to the training date are subject to a \$150 cancellation fee. Registrants who do not attend the training or who cancel less than 15 days prior to the training date are liable for the entire registration fee. A substitute registrant may be enrolled at any time by contacting Tewana Parris by phone +1 678-539-2121 or email [edu@ashrae.org](mailto:edu@ashrae.org). Member/Non-Member rates will apply to the substitute registrant.

## Payment Directions

The transaction(s) will be payable to ASHRAE at the address below.

### Pay by check to:

ASHRAE, Inc.  
1791 Tullie Circle, NE  
Atlanta, Georgia 30329-2305  
Contact Information: Annmarie Wilhoit or Marie Ingram  
Telephone Number: +1 678.539.1198  
Email Address: [awilhoit@ashrae.org](mailto:awilhoit@ashrae.org)

### The banking information for an ACH or wire transfer is as follows:

SunTrust Bank  
Wire Transfer Department  
25 Park Place  
Atlanta, Georgia 30303  
Beneficiary: American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.  
Swift Number: SNTRUS3A  
Account Number: 0008800146147  
Routing Number: 061000104

Please include your customer number, your name and Company name (if it applies) on the information sheet to your bank. This will allow us to identify and apply your payment to your account in a timely fashion.