



**DON'T BUILD UNTIL, LLC**

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## Virginia Contractor Pre-License / Basic Business Course

Friday, March 2, 2012

8:00 am to 5:00 pm

**Classes are held at the Community Business Partnership, 7001 Loisdale Road, Second Floor – Suite C, Springfield, Virginia 22150**

**Registration Fee: \$209.00** MUST be received by mail, fax, or email by close of business on Tuesday, February 28, 2012  
 Course fee includes all materials and books *"Virginia Construction Business and Law"* & *"DPOR Regulations"*

Upon receipt of your registration, you will be sent, via email, a detailed course schedule and information sheet.

If you **do not** receive a confirmation email within 2 business days of mailing, faxing, or emailing please contact us.

To receive DPOR credit, on the day of the course, please be prepared to show valid photo identification and provide a valid social security number and date of birth. Your information will be used in strictest confidence solely for Commonwealth of Virginia DPOR reporting requirements. **PAYMENT AND CANCELLATION POLICY:** Checks returned for insufficient funds or credit card denials will be charged a \$35 fee. Students who have paid for a class and cancel at least 36 hours in advance may either apply their funds to a future class within 2 months or receive a refund less a 10% administrative fee, Students who do not cancel in a timely manner or do not apply funds to a future class will forfeit their entire tuition.

**STUDENT INFORMATION – Please provide your business information exactly as you want it reported to DPOR**

FIRST NAME	
MIDDLE NAME	
LAST NAME	
GENERATION (Jr., Sr., 3 <sup>rd</sup> , etc.)	
ADDRESS LINE 1 (business address)	
ADDRESS LINE 2	
CITY	
STATE	
ZIP CODE	
TELEPHONE	
FAX	
EMAIL	

**PAYMENT METHODS – for one-time charge of \$209.00**

CHECK # _____	MONEY ORDER # _____
<b>CREDIT CARD (circle one)</b>	<b>AMERICAN EXPRESS      DISCOVER      MASTERCARD      VISA</b>
Card Number: _____	
Expiration Date: _____ / _____      Security Code: _____	
Print name as it appears on card _____	
Signature _____	
Credit Card billing address _____ if different than above	

Mail this form with pre-payment by check or money order (payable to Don't Build Until, LLC) to:  
 Don't Build Until, LLC, P.O. Box 10106, Alexandria, VA 22310  
 Credit card pre-payments may be mailed, scanned & e-mailed, or faxed to 703-922-0154