

Instructions for Enrollment in Business English 101

Hello and thank you for your interest in enrolling in my ***Business English 101*** course!

You are no doubt serious about improving your English skills for success in the international economy!

Sales Conditions

The cost of the course is: \$397 USD.

You and I will schedule 8 class days. Each class is 2 hours in length.

Thus, you will receive 16 hours of instruction.

You will be officially enrolled in the class upon receipt of payment.

Note: All transactions are final after class starts. Your payment acknowledges acceptance of and compliance with this policy.

Payment Options

At the present, I offer three (3) payment options.

1. Selz.com Online Marketplace (major credit cards)

(<https://goo.gl/jN8AI4>)

I will contact you using the email address you register when your purchase and checkout via the Selz.com system.

2. PayPal

Please send me your name, and email address with the subject line "Business English 101" to: sales@atranslationace.com. I will send you an invoice to make payment.

In this email, please include your name and the following information to schedule the course.

What are eight (8) days you would like class and your local time?

I am in Bogota, Colombia now. COT (Colombia Time) UTC/GMT -5 hours

Do you prefer Skype or Google Hangout? What is your email address/screen name?

After payment, I will reply with a suggested schedule so you can start improving your Business English skills.

3. MoneyGram

You may visit a MoneyGram site worldwide or from online with a credit card (<http://www.moneygram.com/>).

My full name is: WINFIELD TRIVETTE II, Bogota, Colombia.

Please send me the Transaction Number so I can pick up the payment.

Send this email with the subject line "Business English 101 Course" to: sales@atranslationace.com.

In this email, please Include your name and the following information to schedule the course.

What are eight (8) days you would like class and your local time?

I am in Bogota, Colombia now. COT (Colombia Time) UTC/GMT -5 hours

Do you prefer Skype or Google Hangout? What is your email address/screen name?

After payment, I will reply with a suggested schedule so you can start improving your Business English skills!

Thanks again for your interest in enrolling in the **Business English 101** course to improve your English skills for greater career success!

Professor Winn Trivette
atranslationace.com