

Date: December 19, 2008

Time: 8:00 to 4:00

Location:

Benco Dental Supply  
2901 W Sam Houston Pkwy  
Houston, Tx 77043  
713-895-0229

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Content: Topics are geared to all staff members

1. Infection Control for Today's Dental Office
2. Office Safety (chemicals, workplace violence, etc)
3. Office Management Tips for the whole team

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To Register:

Complete form on backside  
Fax to 281-298-2412  
or call 832-928-1690.

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Academy of General Dentistry  
Approved Pace Program Provider,  
FAGD/MAGD Credit. Approval does not imply acceptance by a state or provincial board of dentistry or AGD endorsement.  
Approved 4/2/08 to 4/1/2011

Don't wait! Register  
Now!  
Limited Space Available

# Total Office Training Solutions

Your #1 Source for Continuing Education Training

**This may be your last chance of the year to obtain required CE Credits**

**Back by Popular Demand!!!**

**Experienced, qualified trainers  
Jeanne Chapman, Lucille Hutton, & Tuesday Ross**

**Our first seminar was such a success, we are doing it again!!!**

**We WOWED the audience with. . . . .**

Updated Infection Control & Safety Requirements for TODAY'S dental practice along with excellent office management tips for immediate implementation prizes and "give aways" for fun,  
Lunch provided  
6 CE credit hrs. to boot.

**As you can see, this program benefits the whole team.**

**This is what they had to say.....**

*"This presentation was very good and was one of the best I ever had. Excellent job!!! Thank you all for the help."*

*"Great presentation! All presenters were very knowledgeable. I really learned a lot."*

*"I enjoyed this course it was great that the attendees were involved with different subjects."*

*"Overall compared to all the other classes I've taken, this was by far one of the best. I honestly look forward to seeing you ladies next year. Thank you."*

**Total Office Training Solutions** is dedicated to assisting dental offices in Texas in securing Continuing Education. We realize Dental Professionals are busy and thus our program is geared to save you time in one informative & fun day. We are confident you will be pleased with our training programs.

# Total Office Training Solutions

435 FM 1092, Ste B-1, Stafford, Tx 77477  
 Phone: 877-673-1143 Fax: 281-298-2412  
 e-mail: [seminars@totalofficetrainingsolutions.com](mailto:seminars@totalofficetrainingsolutions.com)  
 Web: [www.totalofficetrainingsolutions.com](http://www.totalofficetrainingsolutions.com)

## Course Registration Form

Attendee Information: (Complete one form for each attendee and FAX to: 281-298-2412)

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HM PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

Are you Registered, Licensed or Certified in Texas? YES NO  
 DOCTOR \_\_\_\_\_ ASSISTANT \_\_\_\_\_ HYGIENIST \_\_\_\_\_ ADMINISTRATIVE STAFF \_\_\_\_\_ (check one)

COURSE #	DATE	LOCATION	TIME	FEE
0812	12/19/08	Benco Dental Supply 2901 W Sam Houston Pkwy Houston, Texas 77043 713-895-0229	8:00 AM - 4:00 PM (Continental Breakfast & Lunch provided)	\$195.00

### METHOD OF PAYMENT: (Please check one)

Money Order \_\_\_\_\_ Credit/Debit Card: (circle one) Visa/ MasterCard/Discover/Am Express

Please make all money orders payable ACCT # \_\_\_\_\_ Expiration Date: mo. \_\_\_\_/yr. \_\_\_\_ Sec code \_\_\_\_

To: Total Office Training Solutions Home Phone \_\_\_\_\_ Address: \_\_\_\_\_

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**Registration:** Can be done by FAX to 281-298-2412 mailing this registration form with a Money Order (made out to Total Office Training Solutions) or Credit Card information to the following address 435 FM 1092, Ste B-1 #512, Stafford, Tx 77477 Your registration will be acknowledged via e-mail or phone no later than 3 business days after the receipt of registration and payment. If you have not received confirmation within 5 business days please call 832-928-1690

### Cancellation/Refund policy:

A \$25.00 non refundable administrative fee will be applied to all cancellations. Cancellations received within 10 business days prior to the seminar date will be eligible for a full refund minus the \$25.00 administrative fee. To Cancel: Fax your desire to cancel to - 281-298-2412. "NO SHOWS" will forfeit the full cost of the seminar. Only faxed cancellation notification will be accepted and the appropriate refund will be sent to the person and mailed to the address listed on the registration form. Please allow 15 business days to receive the refund check

By signing my name below, I verify that I have read and fully understand all policies and procedures of Total Office Training Solutions.

Print Name: \_\_\_\_\_

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