



## TRAINING CENTER SPECIFICATIONS

Micro Key Software has been providing computer software training since 1985. Both instructors and students enjoy a state of the art, professional and comfortable training environment located at 1633 E. Vine Street, Suite 111, Kissimmee, FL 34744. There is free parking at our facility. Our facility maintains a fully networked advanced computer system, complete with wireless Internet access, powerful digital projection systems and large whiteboard space.

**Technology:** Computer specs i.e. Up to P4 1.6 GHz+ systems – 256MB RAM – 18 GM Free hard drive space, 12x CD-ROM, floppy disk drive, 15" Flat Screen Monitors  
Hi Speed Internet Availability  
We provide a stable, proven and reliable technology platform.

**Operating System:** Windows XP Professional with Service Pack 1 and Internet Explorer 5.5, or later.

**Room Specs:** 1200 sq ft classroom accommodating 18 students and one instructor each with their own computer. Our classroom has a large countertop area for the display of presentation materials and/or handouts.

### Technical

**Support:** Included in our price is the set up of all computers with your software/images for you by our technical support staff prior to class start time. Additional technical support assistance is available Monday – Friday 9:00 a.m. to 5:00 p.m. and will be billed at \$125 per hour.

**Presentation:** Infocus Color Projection Unit, XGA 1024x768  
Presentation Supplies including Flip Charts/Whiteboard with Markers

### Student/

#### Instructor Services:

Free Parking  
Copying and Fax Services  
Free Coffee  
Vending Machine on Premises

**Availability:** Training Center is available during regular operating hours of Micro Key Software. 8:30 a.m. to 6:00 p.m. EST Monday – Friday. If the room is needed outside of the regular operating hours, an additional cost will be incurred for staffing.

**Cancellation Terms:** Upon receipt of written cancellation notice, the following cancellation charges will be paid or retained by Micro Key Software.

- If more than or equal to 30 days notice, there will be a \$50 charge.
- If less than 30 days but more than 7 days notice, there will be a 50% charge of the room use fee.
- If less than 7 days prior to meeting date, the cancellation charge will be 100% of the room use fee.

**Damage Waiver:** The facility along with all equipment will be examined by both a representative of Micro Key and a representative of the renting party upon arrival and then again upon departure to ensure all is in working order and available. Any fees for replacement and/or repair to the facility or equipment will be charged to the credit card on the account.

**Student Support:**

Website for student services including maps, directions and hotel arrangements is available at [www.microkey.com/traininglab](http://www.microkey.com/traininglab).

**Pricing is Based on a Standard Lab:**

Two or more days per week

Up to 18 pc lab plus instructor pc \$700 a day

One Day Classes

Up to 18 pc lab plus instructor pc \$800 a day

Half Day / Partial Day Classes (up to 4 hours)

75% of the daily fee.

**Micro Key Software, Inc. Contact Info:**

1631 E. Vine Street, Second Floor

Kissimmee, FL 34744

Phone: 407-870-0040

Fax: 407-870-9271

Contact: Marjorie Fitton

E-Mail: [mfitton@microkey.com](mailto:mfitton@microkey.com)



**Training Center**  
**Located at 1633 E. Vine Street, Suite 113**  
**Kissimmee, FL 34744**

### **Reservation Request**

**Company Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Reservation Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Instructor Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Technical Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Actual Course Dates and Times:** \_\_\_\_\_

**# PC Required:** \_\_\_\_\_ **# Students/Attendees:** \_\_\_\_\_ **Instructor PC:** \_\_\_\_\_

**Room Specifications:** Digital Projector: Infocus Color Projection Unit, XGA 1024x768

**Data Speed:** 128GB (or less) ; Whiteboard and Flip Chart

**Hardware Specification:** The standard Micro Key Software Company lab includes P4 1.6 GHz/256MB RAM, 18GM Free hard drive space, 12x CD-ROM, floppy disk drive, 15" Flat Screen Monitor, Microsoft XP Professional with Service Pack I and Internet Explorer 5.5, or later.

#### **Software Specification:**

**Client must deliver software/image to facility a minimum of 10 business days prior to class date. Date software/image due to Micro Key:** \_\_\_\_\_.

**Special Instructions:** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pricing is Based on a Standard Lab:**

- Two or more days per week: - Up to 18 pc lab plus instructor pc \$700 a day
- One Day Classes. - Up to 18 pc lab plus instructor pc \$800 a day
- Half Day / Partial Day Classes (up to 4 hours). - 75% of the daily fee.
- Plus applicable sales tax.

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- If less than 7 days prior to meeting date, the cancellation charge will be 100% of the room use fee.

**I wish to reserve the Micro Key Software, Inc. Training Center on the following dates:** \_\_\_\_\_ **for a total of** \_\_\_\_\_ **days pursuant to the guidelines presented. Please use the following credit card to guarantee my training room reservation. One day room rental will be charged to this card prior to date of rental. At completion of rental, the balance due for the rental along with any damage/theft charges (if any) will be charged to this credit card unless other arrangements have been made prior.**

**Visa** \_\_\_\_\_ **MC** \_\_\_\_\_ **AMEX** \_\_\_\_\_ **DISC** \_\_\_\_\_

*(Please print or type)*

**CARD NUMBER:** \_\_\_\_\_ **EXP. DATE:** \_\_\_\_\_ **CID#** \_\_\_\_\_

**NAME ON CARD:** \_\_\_\_\_ **BILLING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP;** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**\*Completion and submission of this form signifies your agreement to the costs detailed above.**

***Please return to Micro Key Software, Inc.  
1631 E. Vine Street, Second Floor, Kissimmee, FL 34744  
Phone: 407-870-0040 - Fax 407-870-9271***