



# Government Training Inc.™

Corporate Offices: The Willard Center, Washington, DC, 20004

Please mail or fax your completed form to

Government Training Inc.  
Registration/Payments Processing  
ATTN: David C. Dickson  
20842 Derrydale Sq. Sterling, VA, 20165  
Phone: 703-622-1187, Fax: 703-406-4870  
customer.service@GovernmentTrainingInc.com

## Strategic Planning

### Training Workshop Registration

Feel free to make copies of this form for additional attendees

#### Attendee Information

**Name:**

**Company/Agency:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Main Contact:**

**Email:**

**Phone:**

#### Payment Details

**Check Payable to:**

**Government P.O.**

**Credit Card:**

- American Express
- Mastercard
- Discover
- Visa

**Card Number:**

**Expiration Date:**

**Security Code:**

**Cardholder Name:**

**Billing Address:**

**Signature:**

#### Registration Fee (2 day course)

Government : \$799 per person

Business : \$899 per person

#### Please specify the dates you are registering for

Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

Cancellation Policy: You may designate a substitute in writing any time before the course. Cancellation requests must be sent in writing (email or fax) and will be subject to a \$100 processing fee. No cancellations or transfers are accepted within 2 (two) weeks prior to the event start date or later. PLEASE NOTE: No shows will be liable for the entire registration fee. In the rare occasion that an event is cancelled or postponed, please note our reimbursement is limited to paid tuition only.

I have read and agree to the terms of Cancellation policy above.

Registrations are first pay, first serve. If you have questions about registration/payment. please call Customer Service at 703-622-1187 or email at customer.service@GovernmentTrainingInc.com