

# ORGANIZATIONAL COMMUNICATION, INC.



## PROPOSAL TRAINING REGISTRATION FORM

To register, please complete this form with payment information and fax it to (703) 935-5345. If paying by check, fax registration form along with a copy of your PO/Check request for commitment. Please make checks payable to *Organizational Communications, Inc.* 11417 Sunset Hills Road, Suite 230, Reston, VA 20190. **Your registration will be confirmed via email.** [If you have any questions please feel free to contact Trina Holland at 703-689-9600 or tholland@ociwins.com.](#)

### REGISTERING FOR:

Course Title:		Date:		Price:	
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### REGISTRANT INFORMATION

Name of Business/Organization:					
Address:					
City:		State:		ZIP:	
Name1:		Title:			
Phone:		Email:			
Name2:		Title:			
Phone:		Email:			
Name3:		Title:			
Phone:		Email:			

### PAYMENT INFORMATION

- This confirms e-mail / phone registration.
- Check or purchase order, made out to Organizational Communications, Inc. is enclosed.
- Please charge registration to credit card:
  - American Express Credit Card
  - Diner's Club Credit Card
  - Master Card
  - Visa

Card Number

Exp. Date: Month / Year

Cardholder's Name (Please print)

Signature

#### Approving Manager:

(If paying by check this form must be signed)

Signature

We reserve the right to reschedule classes with fewer than four students. If you are unable to attend you must cancel your registration up to ten business days before the date of class, in order to receive a full refund. Cancellations less than ten days notice may transfer funds to another session or send someone else in your place, if you must cancel pay a 20% cancellation fee. Cancellations received less than five days prior to class pay a 50% cancellation fee, which may be applied toward registration in a later class. If you do not call and do not attend you are still responsible for payment.