



Unlimited Services Systems Management and Consultants

## Real Truth About Doing Business with the Federal Government COURSE REGISTRATION FORM

*NOTE: Full or Partial completion of this form is taken as acceptance by those people listed &/or authorizing this form, of the USSMC Booking & Cancellation Policy shown below.*

**Course Title:** \_\_\_\_\_

**Course Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position/Title:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Company/Private Address:** \_\_\_\_\_

\_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Company Phone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_

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

**Position/Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Email addresses will be used to provide updates on USSMC Training & confirmation of your registration. Indicate if you wish to receive updates: Yes \_\_\_\_\_ /No \_\_\_\_\_*

**Return your completed registration** (A week prior to the course date of January 29, 2008 actual class instruction is (\$125.00.) See section 8 of our policies.

**Form with payment to:**

**Total Payment:** \$ \_\_\_\_\_

*Method of Payment*

*Check* \_\_\_\_\_

USSMC Finance and Accounting Division  
9701 Apollo Drive, Suite 200  
Largo, Maryland 20774

**How did you hear about the Training?**

Our Web\_\_\_\_\_ Other\_\_\_\_\_ Friend or  
Associate\_\_\_\_\_ Radio\_\_\_\_\_ Television\_\_\_\_\_  
Internet\_\_\_\_\_

Ph: 301-322-2247

Fax: 301-322-8761

Email: wgrobinson@ussmc.com

Debit or Credit card\_\_\_\_\_.

Name of Bank:

Visa\_\_\_ / MasterCard \_\_\_/A/E\_\_\_

Code on Back of Card\_\_\_\_\_

Expiration Date:\_\_\_\_\_

Name of Cardholder:\_\_\_\_\_

Card Number:\_\_\_\_\_

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

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**USSMC Booking, Cancellation & Refund Policy:**

1. Places are allocated in order of receipt of registration form and payment of fees. Payment is required prior to class commencing or space cannot be guaranteed.
2. Written cancellation received less than three days prior to the commencement of the course will be subject to an administration fee of **\$25** per person. Written advice should be directed to the Training Course Administrator.
3. No refund will be given for cancellations received within three days of commencement of the course.
4. If no written cancellation is received prior to the course, & the participant does not attend on the day(s), then the participant or the authorizing company or individual are liable for full course fees.
5. If a participant cannot attend, a substitute can attend in their place. Written notification must be directed to the Training Course Administrator.
6. USSMC reserves the right to cancel or postpone a course in the event of unforeseen circumstances or insufficient numbers.
7. If a course is cancelled participants will be booked onto the next available course.
8. If they register the day of the course the course fee will be 175.00.

**USSMC Privacy Policy:**

USSMC Training Solutions is committed to protecting your privacy & the confidentiality of information provided to us as per the Privacy Act 2001. The information you provide is necessary for the processing of your registration & updating your current records with us. The information will be used to contact you regarding registrations & cancellations, a range of current & future development opportunities, & other prospective events that may be of interest to you. Information provided by you will only be disclosed to a relevant USSMC personnel as a part of the registered training organization Total Quality Services requirements. Students may opt out of receiving marketing material by contacting the USSMC Training Course Administrator & requesting to 'unsubscribe'.

**Location of Class: USSMC Headquarters**

**9701 Apollo Dr. Suite #200**

**Largo, MD 20774**

Directions: [Click Here](#)