

PCGi Seminar Registration

TO REGISTER

Fill in the form and mail with payment to:
PCGi Seminars
1 Innovation Way, Suite 304C
Newark, DE 19711

Or FAX with proof of payment* to: 302-738-7531

* Proof of payment can be a copy of a purchase order, check request form, or letter from a supervisor authorizing payment.

CANCELLATION / REFUND POLICIES

You must notify PCGi at least 5 days prior to a scheduled seminar in order to be eligible for a credit or refund. *No refunds will be given for late cancellations or no-shows for any seminar.* If you cannot attend, you may send an alternate from your organization. There is a \$25 handling charge for cancellations requiring refunds.

PCGi reserves the right to cancel seminars due to unforeseeable circumstances. In the unlikely event a seminar must be cancelled, we will notify registrants by phone and provide a full refund for any cancellations

SEMINAR REGISTRATION FORM (Please complete a separate form for each attendee)

Name	Title	
Organization Name	Executive Director's Name (if different from your own)	
Address		
City	State	Zip Code
Organization's Main Phone	Your Direct Dial # or Extension	
Organization's Main Email Address	Your Email Address	
Organization's FAX Number		

Course/Session Selection

Fill in the course information and enter the fee as indicated in the fee schedule of the course or session description. For free or pre-paid sessions, enter "0.00" in the Fee field.

Session Date	Session Code	Session Title	Fee

Payment Information

Check Visa MasterCard

Please include payment information with your registration form. If paying by credit card, please complete all information below

Credit Card Number

Expiration Date

Cardholder's Name (as it appears on the card)

Cardholder's Address (if different from above)

Cardholder's Signature

Contact Us

Online

<http://www.pcgius.com>
(Not currently available for seminars)

FAX

(302) 738-7531
(credit card and government PO registrations)

E-Mail

seminars@pcgius.com
(PO registrations only)

U.S. Mail

(allow 2-3 weeks for processing)
PCGi Seminars
1 Innovation Way, Suite 304C
Newark, DE 19711
(checks and vouchers only)