

# Keck & Wood, Inc. Training Course Registration Form

Please complete all fields, and only **one** student per form, thank you.

Course Name: \_\_\_\_\_

Course Date: \_\_\_\_\_ Course Fee: \_\_\_\_\_

Student Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

Form of Payment

Check # \_\_\_\_\_ (Payable to Keck & Wood, Inc.)

Purchase Orders (City, County, Government Agency or Existing Clients) # \_\_\_\_\_

To pay by credit card fill out and fax or email back the credit card payment form. Our fax number is 678-417-4055. Our email is [cgilstrap@keckwood.com](mailto:cgilstrap@keckwood.com). You may also call us at 678-417-4000 to pay over the phone.

For any information or questions, please contact our GIS Department at 678-417-4000 or email [gistraining@keckwood.com](mailto:gistraining@keckwood.com)

## **Cancellation Policy:**

To cancel a student's registration, written notice must be provided to Keck & Wood, Inc. ten (10) working days prior to the class starting date in order to receive a refund or to not be responsible for payment of the class fee. Students that cancel less than ten (10) working days will be allowed to attend a later scheduled class that is within six (6) months of the initially registered class. Substitution of students is allowed at no charge. Keck & Wood, Inc. reserves the right to cancel any scheduled classes due to any conflicts with instructor schedules or low student registration. A minimum of four registered students are needed to constitute a class.

**Keck & Wood, Inc.**  
**Credit Card Payment Form**

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Credit Card Type: (Circle One)

Visa                      Master Card                      Discover

Name as it appears on the Card: \_\_\_\_\_

Card Holder Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Amount: \_\_\_\_\_

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

Payment for: (Check one)

GIS Instructor Led Class     GIS CD-DVD ROM Based Class

Database Admin Instructor Led Class     PMP Exam Prep Class

Plans & Specs – Project Name: \_\_\_\_\_

Other: (Specify): \_\_\_\_\_

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[www.keckwood.com](http://www.keckwood.com)