



9005 Overlook Blvd.  
Brentwood, TN 37027  
(615) 236-1249 Office  
(615) 236-1243 Fax

## Emergency Management Plan Writing Workshop Registration

Delivered by:

**Raytheon** Telemus, Inc.

Once this form has been fully completed, you may submit by either scanning and emailing to [telemus@keycomputer.net](mailto:telemus@keycomputer.net) or by faxing the document to (703) 893-3696.

### Registrant Information

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

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business / Organization Name: \_\_\_\_\_

Title within Business / Organization: \_\_\_\_\_

Business / Organization Phone: \_\_\_\_\_

Nation of Citizenship: \_\_\_\_\_

Intended Training Date & Location: \_\_\_\_\_

Does the student qualify for a Government Discount? **Yes / No**

Verifying Government Employment Contact Name & Phone (HR Representative / Superior Officer): \_\_\_\_\_

If the student has already received a price quote, please provide the name of the person who provided the quote / amount: \_\_\_\_\_

# Payment Information

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**Payment Method** (Credit Card / Check / Purchase Order): \_\_\_\_\_

- **If paying by credit card (Visa / MasterCard / Discover):**

Please visit <http://www.keycomputer.net/EMPW-payment.htm> and use the dropdown menu at the bottom of the website to select your enrollment choice. You will then be taken into our secure shopping cart system to process your credit card payment.

Note that you will need to specify the date of the Emergency Management Plan Writing workshop you wish to attend at checkout in the "Special Instructions/Comments" section (if more than one is available).

An automatic receipt for your purchase will be sent via email following this purchase. You will also be sent enrollment information typically within 24-48 hours.

- **If you are intending to use a purchase order:**

Once this registration form has been received, a quote will be generated and sent to the email address indicated on the registration form. Please submit a P.O. number in response to the quote. Upon receipt of the P.O. number, registration to the training class will be accepted and an enrollment confirmation email will be sent to the email address indicated on the registration form.

- **If you are intending to pay by check:**

Complete the registration form and select the Pay by Check option. Upon completion of the registration form, make check payable and mail payment to:

**Key Computer Service, LLC  
Attn: Emergency Management Plan Writing  
9005 Overlook Blvd.  
Brentwood, TN 37027**

Upon receipt of this check, registration to the training class will be accepted and an enrollment confirmation email will be sent to the provided email address.