

# Express Registration and Order Form

Please make photocopies for additional registrations and orders.

Course, Publication,  
or Audio Course on CD

Item Code (if any) Quantity Price Each Price

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*Submission of course registration indicates your acceptance of our Payment, Cancellation, Substitution, and Transfer policy, pages 67-68, and at [www.AboutCancel.com](http://www.AboutCancel.com). Ebooks and Audio Courses are sold with a limited license: [TCNLicense.com](http://TCNLicense.com)*

Order Total \$ \_\_\_\_\_  
**Shipping and handling\*** \$ \_\_\_\_\_  
*(U.S. (includes APO/FPO) only: 8% of Order Total, \$10 minimum)*  
 Subtotal \$ \_\_\_\_\_  
**5% tax for VA shipping address\*** \$ \_\_\_\_\_  
*(If claiming Virginia non-taxable status, we must have a copy of your Virginia tax exempt certificate on file.)*  
 Total \$ \_\_\_\_\_

\*Shipping and handling and VA sales tax on Publications and Audio Courses on CD only.

**On-Site Training:** Please send me information about custom on-site training for my organization.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

## Method of payment

*(Registration and any applicable administrative fees must be paid in full to attend a course.)*

- Check** Make checks payable to: The Capitol.Net, Inc.  
 **Credit Card**  VISA  MasterCard  AMEX  Discover  
*(The charge will appear from TheCapitol.Net.)*

**YES** Add me to your email course announcement list.  
*(I can unsubscribe at any time.)*

**NO** Do not add me to your email list announcing upcoming programs.

*(If both boxes are unchecked, we treat it as a NO. We do NOT rent, sell or share our email list with outside parties. You will be sent an email message to confirm that you want to be part of the list.)*

NAME EXACTLY AS IT APPEARS ON CREDIT CARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

AUTHORIZATION SIGNATURE \_\_\_\_\_

BILLING CONTACT AND ADDRESS IF DIFFERENT THAN ABOVE \_\_\_\_\_

BILLING EMAIL \_\_\_\_\_



FEIN/TIN: 54-1917701  
 SAN: 853-0513

Questions: 703-739-3790

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Alexandria, VA 22313-5706

Secure online ordering  
 and registration:

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WEB