

Company Conference Registration Form

Exceptional Customer Service: Taking It To The Next Level

November 3, 2008 | 9:00AM-4:00PM

The Hotel Roanoke & Conference Center | Roanoke, Virginia

Please print or type—complete a separate form for each participant

Organization _____ *Organization's FID# _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Fax _____

E-mail _____

Signature _____

Registration fee: \$225 for the first registration, \$175 for each additional registration.

- \$225 _____
Participant Name & Title _____ Special Dietary Needs _____
- \$175 _____
Participant Name & Title _____ Special Dietary Needs _____
- \$175 _____
Participant Name & Title _____ Special Dietary Needs _____
- \$175 _____
Participant Name & Title _____ Special Dietary Needs _____
- \$175 _____
Participant Name & Title _____ Special Dietary Needs _____

\$ _____ = Total amount due

Method of payment: *Payment of registration fees is required prior to program attendance. Registration will be processed when payment is received.*

- Check enclosed (Make payable to: Treasurer, Virginia Tech CE) VISA MasterCard AmericanExpress

Card Number _____ Exp. Date _____

Cardholder Name _____

Signature _____ Date _____

Return form by **October 27, 2008**

(no staples, tape, or paper clips, please) to:

Conference Registrar
 Continuing and Professional Education
 Virginia Tech, Mail Code 0272
 702 University City Blvd.
 Blacksburg, VA 24061

phone: 540/231-5182
 fax: 540/231-3306 (for credit card registrations only)

*Necessary to process a refund payable to any company, agency or government.
 The information you provide is subject to the Freedom of Information Act guidelines.

Refund and Cancellation Policy

Requests for refunds will be honored when received seven calendar days prior to the program. However, another person may be substituted at any time for this program. A \$50 per person administrative fee will be deducted for cancellations. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

For weather or disaster-related program cancellation or postponement information, please call 540-231-9489.

Office Use	Received	AMT: _____
		CHK#: _____
		DATE: _____