

GARDEN CITY AMMONIA PROGRAM

2405 East Fulton
PO BOX 2336
Garden City KS 67846



620-271-0037
Fax: 620-271-0484

www.AmmoniaTraining.com
ammonia@pld.com

Each seminar for onsite training runs for four days. Seminar Only. Class starts at 8:00am Monday and ends at 5:00pm on Thursday. We require a minimum of 15 students. Cost of seminar will include books, supplies, and a noon meal.

A completed registration from and purchase order will reserve the training date. A purchase order must be received or pre-payment, in order to secure a spot in class. You may substitute participants, but cancellations will not receive refunds. A 30% cancellation/rescheduling fee will be applied to any cancellations/rescheduling after being scheduled.

Please complete the following information and fax/email back to GCAP.

(PLEASE PRINT)

Company name: _____

Contact person: _____

E-mail address: _____

Phone _____

Fax: _____

Corp Billing

Address: _____

Plant address: _____

Location of seminar: _____

Purchase order number: (required) or pre-payment _____

(Hard copy of PO# required in order to secure week of seminar)

Make Purchase Orders Payable to: GCAP LLC, Garden City Ammonia Program

PO Box 2336

Garden City, KS 67846

WE ACCEPT MAJOR CREDIT CARDS

Guaranteed number of participants (required): _____

When are looking to host the seminar? _____

Please circle course desired:

Ammonia Operator I

Ammonia Operator II

Ammonia Operator III

Spanish Ammonia Operator I

PSM/RMP

NEP

Boiler Level I

Signature _____ Title _____ Date _____



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Hosting Company Requirements;

- Training room with “training atmosphere” away from engine room noise and plenty of room at tables to accommodate the students and books. We recommend 2 students per 8’ table. (See attached picture for reference)
- Training room will be used for four days. Classroom will only be used for this course as the classroom and will remain set up each evening after class.
- Tables and chairs
- Tables set up in a “U” shape (See attached picture for reference)
- Restroom facilities nearby
- Projector screen (GCAP will provide projector)
- Stationary dry erase boards (4’ x 8’)
- Access to tour engine room
- Contact person to call to set up the classroom day before training. (Instructor will arrive on Sunday and would like to set up the classroom then) Please provide the person’s name and contact number
- Class will run from 8:00am to 5:00pm each day. The instructor would like to be able to get in the classroom at 7:00am each morning. Who will he need to contact to get into the classroom at this time?

(If you are unable to provide any of the listed items, please notify us immediately)

Print Name

Title

Signature

Date