





300,000+ employees trained



SGM products used in 50 states



25+ years providing training products



The leading name in security training products sgmTraining.com

# **SGM ACADEMY**



The SGM academy allows access to all of our training subjects. Each course is a combination of reading material, videos, practice questions, visual graphics and a final exam that must be passed with an 80% score to achieve a certificate of completion.

- Access to all 35 Courses
- 24/7 Access
- <u>Up to 200 employees per month for one low fee</u>. Additional employees easily added.
- All courses include: reading material, practice questions, videos, graphic visuals and a 20 question final exam
- Students must view each page, and complete all practice questions, videos and pass final exam before certificate is issued
- 80% or better final exam score required to pass each course
- Certificate issued upon successful course completion
- Employee Bundle Access: 60 days free per employee
- Visits www.sgmtraining.com for full details.

Only \$169 per month

# STREAMING VIDEO ON DEMAND



SGM has been providing Security Officer training systems for over 20 years. Our training video library program consists of over thirty topics of training videos and exams available to your employees. <u>Our training programs typically exceed 95% of most state requirements.</u>

# 24/7 Online Access to ALL of our training videos – ANYTIME/ANYWHERE!

- Easy To Use System For All Of Your Training Needs
- Online Exams And Completion Certificates Included
- PDF Exams For Classroom Handouts Included
- Use in Classroom Setting OR Assign Online Training
- Unlimited Access For Your Security Officers And Instructors
- (Includes access for up to 200 of your employees per month)
- Use for New Hires or Continuing Education
- 35 Training Video Subjects
- Monthly Subscription No Long Term Contracts!
- Visit www.sgmtraining.com for complete details

# Easy to get started!



Sign Up For A VOD Account





Receive and Share membership link with your employees.





Access ALL Training Videos and Online Exams

Only \$119 per month



# Training DVDs



#### ACCESS CONTROL

The Access Control training videos give Security Officers a clear understanding of the various access controls systems being used today.

DV222 - \$95



#### **ACTIVE SHOOTER**

The Active Shooter videos cover a number of important factors, techniques and outline plans on what to do if this unfortunate situation ever happens.

DV289 - \$95



## **COURT PROCEDURES**

This training video explains how the court system works in an easy to understand verbal and visual format.

DV251 - \$95



## CRISIS RESPONSE

This video set gives security officers a better understanding regarding what to do in the event a major crisis occurs on their watch.

DV785 - \$95



#### **CROWD CONTROL**

This video covers types of crowds and crowd management procedures, as well as crowd behaviors and crowd/riot equipment.

DV240 - \$95



### **FIREARMS SAFETY**

This training DVD session stresses the importance of firearm safety, caring for weapons, and a security officer's responsibility.

DV240 - \$95



## FIRE WATCH 1&2

DVDs give a basic knowledge in the use of various fire control equipment and electronics that security officers may be responsible for.

DV270 - \$95



#### **BASIC FIRST AID/CPR**

Part one covers general first aid techniques. Part two demonstrates the steps in performing CPR and the Heimlich Maneuver

DV236 - \$95



This informative video covers a wide variety of training topics that a Security Officer should become familiar with when assigned to work a gated community

DV247 - \$95



## INTERVIEWING **VICTIMS & WITNESSES**

This training video defines the various levels of interviews such as interviewing a witness, a victim and suspects.

DV385 - \$95



# **INTRODUCTION TO**

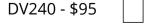
**SECURITY** An important introductory for all new employees! It highlights and explains the rationale of most issues confronted each day.

DV205 - \$95



**LAW OF ARREST** 

Designed to teach the limitations of authority and to help reduce liability exposure for the officer, the company and the client.



# All DVDs include an Exam and Answer Key

# **Training DVDs**



MOBILE PATROL

Designed to teach security officers the various techniques and requirements when assigned to a patrol car.



**PATROLLING** 

These videos cover most of the major concerns that an officer typically faces. It gets to the point and is enhanced with video action.

DV208-\$95



**PEPPER SPRAY** 

This training video teaches the various techniques in dispersing pepper spray as well as legal and moral aspects involved.

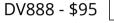
DV - \$95



# PROTECTING A CRIME SCENE

This video impresses the importance in preserving a crime scene and includes several examples that may be encountered.

DV257 - \$95





**PUBLIC RELATIONS** 

Video emphasizes the importance regarding why security officers should always remain polite, respectful and sensitive to the person being served.

DV293 - \$95



REPORT WRITING

These videos explain the purpose of report writing and also have visuals that the narrator highlights as he teaches your officers.

DV212 - \$95



**RESOLVING CONFLICT** 

Video highlights the importance that officers must maintain their decorum at all times regardless of the hostility they may be presented with.

DV286 - \$95



OFFICER SAFETY

Video helps make the security officer aware and recognize situations that are a potential criminal or safety hazard.

DV387 - \$95



SELF DEFENSE

Video demonstrates several basic self defense and restraining techniques. Officer safety and use of minimum force is also stressed.

DV242 - \$95



**SEXUAL HARASSMENT** 

This training video defines the various levels of sexual harassment, from obvious sexual advances to sexual comments.

DV235 - \$95



TERRORIST PATROL

Video illustrates and instructs on the basic responsibilities needed to help prevent and/or reduce a terrorist attack at a post.

DV221 - \$95



TRAFFIC CONTROL

Video demonstrates techniques to smoothly move and manage traffic. Emphasizes safety concerns for pedestrians, vehicles and the security officer.

DV291 - \$95





# UNIFORM & EQUIPMENT

This video explains and helps motivate officers to maintain and properly care for uniforms and equipment, and the importance of first impressions.

DV215 - \$95



# SUPERVISOR BASIC SUPERVISION

Video demonstrates the importance of supervision, and the requirements needed to provide customers and employees with quality service.

DV227 - \$95



Training DVDs

# SUPERVISOR POST ORIENTATIONS

Without orientations, officers would be like fish out of water. This program shows the importance of the post orientation.

DV224 - \$95



#### **SUPERVISOR**

TECHNIQUES
Video teaches how to
coach and give
direction, how to help
reduce liability by
enforcing company
rules, regulations and
policies.

DV283 - \$95



# VIDEOS AVAILABLE IN SPANISH

Introduction to
Security
Law of Arrest
Patrolling 1 & 2
Report Writing 1 & 2
Terrorist Patrol 1
Pricing on website



# NEW! SCHOOL SECURITY

This training video covers a wide variety of topics that a Security Officer must be familiar when working on school property.

DV280 - \$95



## NEW! INTRODUCTION TO WEAPONS

A customer top request! This training video covers a general overview of weapons, both legal and illegal.

DV248 - \$95



HOUSE OF WORSHIP

Teaches about types of worship congregations and possible events security may encounter.

DV247 - \$95



## NEW! RETAIL & LOSS PREVENTION

Video discusses shopping centers, retail stores, loss prevention and retail duties a security officer typically faces daily.

DV287 - \$95



## NEW! FRONT DESK SECURITY

This video helps better educate your security officers on the front desk responsibilities, duties and good customer service skills.

DV249 - \$95 [

## DVD Bundle - All DVDS

COMPLETE SGM SECURITY TRAINING DVD BUNDLE PACKAGE - Includes ALL 34 DVD Training Sessions with Exams.
Package includes all SGM DVDs, and also

Package includes all SGM DVDs, and also includes a USB thumb drive which contains:

- All exams and answer keys for DVDs
- Attendance form to use in class
- General Certificate to use for students
- Student contact information form
- Suspect/Vehicle report for student nagonates

\$2,259



# **Training Packages & Kits**



## **Access Control Training Program**

In today's world access control systems have become an extremely prominent tool to reduce breaches of security. This Access Control training package gives security officers a clear understanding of the various access controls systems being used today.

PR277 - \$159.99 (Suggested Class Duration: 1.5 - 2 Hours)

#### **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For Handouts
- DVDs: Access Control 1 & 2
- Exams and Answer Keys

# **Active Shooter Defense Program**

This program uses the Run, Hide, Fight recommendations from the Department of Homeland Security as the base of knowledge. It also covers a number of other important factors and techniques on what to do if this unfortunate situation ever happens on your site.

PR294 - \$219.99 (Suggested Class Duration: 2.5 – 3 Hours)

#### **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For Handouts
- DVD: Active Shooter Defense
- Exam and Answer Key

# **Comprehensive Training Program**

This program can be used as a training session for new security officers or as an annual refresher session.

PR955 - \$104.99

#### **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- PowerPoint Presentation
- PDF Of PowerPoint For Handouts

# **Crowd Control Training Program**

This informative program covers a wide variety of topics that a Security Officer should become familiar with when assigned to work a crowd or special event. These techniques will help increase your officers' professional actions and image during special events and crowd control situations.

PR957 - \$159.99

(Suggested Class Duration: 1 – 1.5 Hours)

## INCLUDED IN THIS PROGRAM:

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For Handouts
- DVD: Crowd Control
- Exam and Answer Key

# **Firearms Safety Program**

The Firearms Safety Training Program is ideal to demonstrate to your security officers the safety requirements and components when handling and using automatic and revolver handguns.

PR274 - \$139.99

(Suggested Class Duration: 1.5 – 2 Hours)

#### **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For Handouts
- DVD: Firearms Safety
- Exam and Answer Key

# **First Aid Training Program**

The First Aid Training Program is for teaching security officers the basics of First Aid and CPR. This training program is an overview for Security Officers of First Aid and CPR. Many certified instructors use the SGM First Aid Program to give the students an overview before hands on training begins.

PR290 - \$179.99

(Suggested Class Duration: 3.5 – 4 Hours)

#### **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For Handouts
- DVD: First Aid & CPR
- Exam and Answer Key



# **Training Packages & Kits**

# **Homeland Security Training Program**

This program will give your security officers an overview of their responsibilities, as well as teach them what to look for and what to do if they observe someone or something suspicious. The program also contains the Crisis Response Guide CD.

PR282 - \$359.99

(Suggested Class Duration: 2.5 – 3 Hours)

#### INCLUDED IN THIS PROGRAM:

- Instructors Guidebook
- **PowerPoint Presentation**
- **PDF of PowerPoint For Handouts**
- **DVDs: Terrorist Patrol & Crisis** Response
- Exams and Answer Keys

# **Indoctrination Training Program**

The Indoctrination Program is a four hour session and is ideal for teaching new security officers the basic security officer duties and requirements. DVDs included in this program: Introduction to Security, Security Officer Safety, Uniform & Equipment, Law of Arrest.

PR271 - \$679.99

(Suggested Class Duration: 2 Hours)

## **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- **PowerPoint Presentation**
- PDF of PowerPoint For Handouts
- DVDs: 4 See description
- Exam and Answer Kev

# **Intimidation Training Program**

This program covers the types of bullying that security officers should avoid. It highlights how to avoid customer conflicts and scenarios in which a security officer could unintentionally commit sexual harassment. DVDs included: Sexual Harassment, Resolving Conflicts, Public Relations.

PR285 - \$349.99

(Suggested Class Duration: 3 – 3.5 Hours)

## **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- **PowerPoint Presentation**
- PDF Of PowerPoint For **Handouts**
- DVDs: 3 See description

# **Patrol Techniques Training Program**

The Patrol Training Program gives the security officer a complete overview regarding patrol responsibilities. Reviews the types of patrols, vehicle safety, types of property inspections, pacing patrols, interior and exterior patrols, post instructions and more!

PR260 - \$259.99

(Suggested Class Duration: 2 – 2.5 Hours)

## INCLUDED IN THIS PROGRAM:

- Instructors Guidebook
- **PowerPoint Presentation**
- PDF of PowerPoint For Handouts
- DVDs: Patrolling, Mobile Patrol
- · Exam and Answer Key

# **Pepper Spray Techniques**

The Pepper Spray Training Program was produced by SGM to familiarize security officers the various techniques needed to administer pepper spray. It also emphasizes safety measures and first aid needed to treat recipients.

PR228 - \$159.99

(Suggested Class Duration: 1.5 - 2 Hours)

### INCLUDED IN THIS PROGRAM:

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For **Handouts**
- **DVD: Pepper Spray**
- Exam and Answer Key

# **Public Relations Training Program**

This popular program helps develop your company's professional image by orienting your Security Officers with with the appropriate manners in which to interact with your clients, customers and the general public, and helping to reduce your liability exposure.

PR273 - \$164.99

(Suggested Class Duration: 2.5 – 3 Hours)

#### INCLUDED IN THIS PROGRAM:

- **Instructors Guidebook**
- **PowerPoint Presentation**
- · PDF of PowerPoint For **Handouts**
- DVD: Public Relations
- Exam and Answer Key

# **Training Packages & Kits**



## **Report Writing Training Program**

Report writing is an essential responsibility for all security officers. It is also the most difficult. To ease this difficulty, SGM offers this program. This training session helps explain the purpose and procedures for proper report writing and interviewing.

PR269 - \$279.99 (Suggested Class Duration: 3 Hours)

#### INCLUDED IN THIS PROGRAM:

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For Handouts
- DVDs: Report Writing & Interviewing Victims and Witnesses
- Exams and Answer Keys

# **Resolving Conflics Training Program**

This training program gives the security officer an advantage when faced with argumentative individuals. It highlights the importance that security officers must maintain their decorum at all times regardless of the hostility they may be presented with.

PR296 - \$159.99 (Suggested Class Duration: 1.5 – 2 Hours)

#### **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For Handouts
- DVD: Resolving Conflicts
- Exam and Answer Key

# **Self Defense Training Program**

This training program helps prepare and demonstrates how to confront an aggressive situation, stressing the liability issues to avoid. It also highlights how to help protect when attacked using various defensive techniques such as; self-defense, baton procedures, pepper spray, and overall officer safety.

PR468 - \$149.99 (Suggested Class Duration: 1 – 1.5 Hours)

#### **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- PowerPoint Presentation
- PDF Of PowerPoint For Handouts
- DVDs: Self Defense 1 & 2

# **Supervisor Training Program**

This training Program gives your supervisors a quantum leap over other company supervisors. The Supervisor Training Program is an inclusive program ideal for security supervisors for any security organization. DVDs included: Basic Supervision, Post Orientations, Supervisor Techniques

PR292 - \$344.99 (S

(Suggested Class Duration: 2.5 – 3 Hours)

## **INCLUDED IN THIS PROGRAM:**

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For Handouts
- DVDs: 3 See description
- Exam and Answer Key

# **Traffic Control Training Program**

Directing traffic may seem easy but the fact is if not done right it could put people in danger as well as the security officer. This training Program teaches the office the primary hand signals and safety precautions needed to professionally direct vehicle and pedestrian traffic.

PR481 - \$129.99

(Suggested Class Duration: 1.5 – 2 Hours)

## INCLUDED IN THIS PROGRAM:

- Instructors Guidebook
- PowerPoint Presentation
- PDF of PowerPoint For Handouts
- DVD: Traffic Control
- Exam and Answer Key

# **Tactial Solutions Training Program**

This program contains 24 scenarios, and helps reduce the costly expense of classroom training. It is a great tool for proactive continuing education of your officers. Using a handout, supervisors can train and test officers while doing a post inspection visit. The program is designed to encourage discussions.

TSS101 - \$119.99

#### **INCLUDED IN THIS PROGRAM:**

- Scenarios Guidebook for Field Supervisors
- PDF Of Scenarios For Handouts
- Customizable Completion Certificate



# Training Packages & Kits - BUNDLES

# **60 Hour Training Package - Package A**Complete Package: Instructor Manuals & All SGM DVDs

THE WHOLE PACKAGE: Instructor Manuals, DVDS, Exams, Answer keys and Power Point presentations! The Security Officer Training Program exceeds training requirements in most States and Cities in the United States. Why tie up your staff for months composing a training compliance program, when SGM has already done 95% of the work for you? This package is instructor ready. In addition you will receive a certificate signed by SGM acknowledging that you have purchased the Security Officer Training Program with all its modules and presentations. The training manuals contain over 25 subject chapters. There are over 30 DVD subjects included also! Note: The program does not contain specific and unique State prerequisite issues such as licensing fees, renewal times and exclusive procedures, etc. Customize the program to meet your requirements!

#### INCLUDED IN THIS PROGRAM:

- Over 25 Chapters!
- PowerPoint Presentation of each chapter
- All SGM DVDs listed in package B
- Exams and Answer Keys
- Supervisor Training Program
- USB: Tactical Solution Scenarios
- USB: New Hire & Classroom Forms
- BONUS! Active Shooter Training Program
- BONUS! Resolving Conflicts Training Program

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Please visit our website for a detailed list of all the subjects in this package

# B. SECURITY TRAINING DVD PACKAGE Complete SGM DVD Video Package Includes ALL DVD Training Sessions with Exams

- Access Control 1 & 2
- Active Shooter Defense 1 & 2
- Court Procedures
- Crisis Response
- Crowd Control
- First Aid & CPR
- Fire Watch 1 & 2
- Firearms Safety
- Gated Communities
- Hospital & Nursing Homes
- Interviewing Victims & Witnesses
- Introduction to Security
- Introduction to Weapons
- Law Of Arrest
- Mobile Patrol 1 & 2

- Patrolling 1 & 2
- Pepper Spray Techniques
- Protecting a Crime Scene
- Public Relations
- Report Writing 1 & 2
- Resolving Conflicts
- Security Officer Safety
- Self Defense 1 & 2
- Sexual Harassment
- Supervisor Basic Supervision
- Supervisor Post Orientations
- Supervisor Techniques
- Terrorist Patrol 2nd Edition
- Traffic Control
- Uniform & Equipment

The SGM Security Officer Training Video collection is designed to augment instruction sessions. Our videos will not only help train your security officers, but there are sessions for training supervisors as well. We have decades of success in the security officer industry so we know what knowledge is needed in the day-to-day business of a security officer company. Each video session comes with a 10 question test and answer key.

	BD295 -	\$2,25

# C. Security Training Package #C

Instructor Manuals, Exams & Power Point Presentations-No DVDs

The Security Officer Training Program exceeds training requirements in most States and Cities in the U.S.. Why tie up your staff for months composing a training compliance program when SGM has already done 95% of the work for you? The training manuals contain over 25 subject chapters.

The manuals in this package can be used by themselves, but for the best training experience, the program has been designed to use in coordination with our DVDs. See package A above.

been designed	a to use in coordination with	our bybs. See package ri a	<b>507C.</b>
PR901	1 - \$799.99		

# SUPER BUNDLE

# A complete bundle of the SGM products, making this a training package unlike any other!

The Super Bundle Contains ALL of these products:

## 60 Hour Customizable Security Officer Training Program.

INSTRUCTOR MANUAL SUBJECTS:Access Control - Administrative - Indoctrination - Power To Arrest - Public Relations - Communications - Crisis Response - Observation - Discrimination - Documentation - Traffic Control - Liability & Legal Aspects - Sexual Harassment - Legal Aspects - Workplace Violence - Homeland Security & Terrorism - Courtroom Demeanor - Patrolling Procedures - Fire Watch Procedures - Pepper Spray - Firearms Classroom - Firearms Range Qualifying - Basic First Aid & CPR - Self Defense - Tactical Solution Scenarios - Trespassing - Supervision - Policy Manual Examples - Procedure Manual Examples - Exams & Answer Keys - Exams for Security Officer Field Training Guide - Exams for Supervisor Field Training Guide.

#### ALL OF THE SGM SECURITY OFFICER TRAINING DVDs WITH EXAMS:

Access Control 1 & 2 - Active Shooter Defense 1 & 2 - Court Procedures - Crisis Response - Crowd Control - First Aid & CPR - Fire Watch 1 & 2 - Firearms Safety - Gated Communities - Hospitals & Nursing Homes - Interviewing Victims & Witnesses - Introduction to Security - Law Of Arrest - Mobile Patrol 1 & 2 - Patrolling 1 & 2 - Pepper Spray Techniques - Protecting a Crime Scene - Public Relations - Report Writing 1 & 2 - Resolving Conflicts - Security Officer Safety - School Security - Self Defense 1 & 2 - Sexual Harassment - Supervisor - Basic Supervision - Supervisor - Post Orientations - Supervisor Techniques - Terrorist Patrol - Traffic Control - Uniform & Equipment - Introduction to Weapons

## **ALL of the SGM Templates:**

Power Point Presentation USB for each chapter of Instructors Manual - Security Service Contract - Crisis Response Template - Security Forms Template - Security Officer Pocket Manual Template - Security Company Procedure Manual Template - Security Company Proposal Template - Security Company Policy Manual Template - Unemployment Manual Template - Negotiating a Contract Template - New Hire & Classroom Forms Template - Security Survey Template

## All of the SGM Training Kit Programs (each with Power Point Presentation USB and instructors guide book):

Active Shooter Training Program - Access Control Training Program - Basic First Aid Training Program - Comprehensive Training Program - Crowd Control Training Program - Firearms Safety Training Program - Homeland Security Training Program - Indoctrination Training Program - Intimidation Training Program - Patrol Procedures - Pepper Spray Training Program - Public Relations Training Program - Report Writing Training Program - Resolving Conflicts Training Program - Self Defense Training Program - Supervisor Training Program - Tactical Training Scenarios - Traffic Control Training Program

#### Also included:

Tactical Solution Scenarios – Great for Mini On Site/Pop-By Training Sessions - Pocket Manual USB – Customize your own pocket manual for your Security Officers - Online 5.5 Hour Seminar: How to manage a Security Guard Company - SGM Training Certificate

	Save /	
	– over –	Buy a Bundle,
Item #BD276 Price: \$4,499	40%!	Save a Bundle!



# **Business Templates**

Security Contract Template
21 contract articles that you can modify to fit your company's profile. The SGM Security Contract Template is designed to help protect your security company. The contract has been used hundreds of times. Once you modify it to fit your company profile and have your legal counsel review it, you will have a contract that will be second to none.  \$40 (USB) \$35 - (Download)
Crisis Response Template  This template is designed to teach your security officers what to expect in the various crisis situations. It demonstrates what they should and should not do. Shows security officers how to assist people in harms way without further jeopardizing their own safety. Convert and customize the guide to your own company's needs.  \$60 (USB) \$55 - (Download)
Employee Evaluation Template  Contains the template for a professional evaluation of your Security Officers and employees. It is used by supervisors and management to assess your security officer's job performance. It helps develop a clear understanding of how to improve and keep well trained team players.
s30 - (Download)
Security Forms Template
27 templates that you can modify to fit your company's profile. For a complete list, please visit our website. Some of the templates included: Post Orientation, Client Contact, Condition of Employment, Daily Log Report, Incident Report, Performance Evaluation, Uniform & Equipment, Vehicle Inspection, Visitor Log, and many more!  \$50 (USB) \$45 (Download)
Negotiating a Contract Template  A combination reference manual and template. 71 pages concerning contract security guard service negotiations and quality service techniques. Use this kit as a reference manual to help win those contracts! It will guide you through pricing concepts, effective negotiations, work out reasonable and competitive billing rates within its 60 topics.  \$110 (USB) \$105 (Download)
Pocket Manual Template The SGM customizable Pocket Manual has 48 pages jam-packed with information security officers will need and will utilize every day. The manual is designed to fit in a security officer's uniform shirt pocket. The manual will improve your officer productivity, reduce errors, and enhance their patrols.  \$90 (USB) \$80 (Download)
Policy Manual Template  Unlike a Procedure Manual, the Policy Manual sets the course of action to be taken regarding day-to-day business. The SGM Policy Manual can be modified and converted into your company's policy manual in just a few minutes. There are 55 Policy Subjects included.  \$60 (USB)  \$55 (Download)

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See full description of each program: sgmTraining.com

# **CD Business Templates**



Procedure Manual Template  Procedure manuals (unlike policy manuals) give the specific dut procedures. The SGM procedure manual can quickly be conver company. It contains hundreds of pages of operational regulation \$90 (USB) \$85 - (Download)	ted into a customized manual that is specific for your			
Security Proposal Template The SGM proposal template has over 50 pages that are simplification they want. The SGM Proposal template has a clear table of compersonalized over and over. It is very easy to edit and convert to \$60 (USB)  \$55 - (Download)	tents, areas for your company graphics, and can be			
Security Bid - Full Package Template The Contract Program has all the tools to help you win large information. The Contract Program contains: The Negotiating template, The SGM Proposal template, The SGM Procedure N \$309 - (USB) \$299 - (Download)	g a Contract Program guide, The SGM Security Contract			
Security Survey Template  This kit is an excellent referral tool that makes available a complete comprehensive security survey (155 pages) to provide to your clients a professional security survey second to none. The kit will guide you through all the various security points needed to make a customizable comprehensive security survey  \$120 (USB)  \$115 (Download)				
New Hire & Classroom Forms Template A customer requested package! This package contains necessar classroom attendees. See website for complete list. Sample list. Anniversary, Birthday & Employee of the Month Certificates, Sus  \$35 (Download)	: Class Attendance, Certificates, IRS information,			
Complete Bundle Package				
<ul> <li>The bundle includes all of these templates:</li> <li>Security Service Contract</li> <li>Crisis Response Template</li> <li>Security Forms Template</li> <li>Security Officer Pocket Manual Template</li> <li>Procedure Manual Template</li> <li>Proposal Template</li> </ul>	<ul> <li>Evaluation Module</li> <li>Policy Manual Template</li> <li>Unemployment Manual Template</li> <li>Negotiating a Contract Template</li> <li>Security Survey Template</li> <li>New Hire &amp; Classroom Forms</li> </ul>			

#### **Payment**

- U.S. credit cards only: Visa, MasterCard, American Express and PayPal
- NO C.O.D. ORDERS.





- \$4.95 Shipping on all orders under \$99.00. Free standard shipping over \$99.00 Please allow 7 to 14 days for delivery.
- FREE Priority 3 DAY SHIPPING for orders over \$300
- 3 DAY SHIPPING available for orders less than \$300 (\$15 minimum S/H)
- Orders shipped to USA addresses only. No PO Boxes.
- Orders received before 1pm EST during normal business days (M-F) shipped the same business day.
- Tracking number and receipt emailed when order is processed.

**Returns** - ALL SALES ARE FINAL - If within 30 days of your purchase of a DVD product is found to be defective, SGM will replace it, no questions asked. Please call 571-370-8400 Monday through Friday, 9AM-5PM EST. Upon approval SGM will send you a replacement product along with a return shipping label to return the defective item. Failure to return the defective item within 30 days, SGM will charge the customer full price for the replacement item.

**Prices** - Prices subject to change. Please visit our website for the most current pricing, availability and new products.

ORDER FORM

COMPANY NAME	DATE
Contact Person:	
BILLING Address:	SHIPPING Address:
City, State, Zip:	City, State, Zip:
Telephone:	Email:
Name on Credit Card:	Type (Circle): Visa - MC - AMEX
Credit Card Number:	Expiration: CVV:

Qty.	Item#	Description	Price
		Sub Total	
		Tax (Va. & Md., 6%)	
		Shipping – Standard shipping is Free. Upgrade to 3-day shipping for \$15. (See top of page)	
		TOTAL	

Fax: 571-370-8401 - Email: sales@sgmtraining.com

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