Training Request Form

Please complete this form to schedule your training dates.
Fax the completed form to 310-458-2177

Training Policy

Telephone/Web Training: Telephone and Web based trainings must be scheduled in 1-hour increments. Should you need to cancel or reschedule a training class, you must notify your trainer at least 24 in advance; otherwise you will be billed a $100.00 cancellation fee.

Onsite Training: Onsite trainings must be scheduled in 1-day increments of 8 hours each day. Companies in the greater Los Angeles area may schedule ½ day trainings of 4 hours. Should you need to cancel or reschedule a training class, you must notify your trainer at least 48 in advance; otherwise you will be billed a $300.00 cancellation fee plus any expenses associated with changing travel arrangements.

QuickStart Packages: Training must be completed within 6 months of purchase date unless special arrangements were made at the time of purchase.

Package Information

Place a check mark next to the training you ordered.

	PcHunter
☐	Quick Start Program - 2 Hours
☐	Quick Start Program - 4 Hours
☐	Quick Start Program – Onsite – 8 Hours
☐	Quick Start Program – Onsite – 4 Hours

	Tempus Fugit
☐	Quick Start Program – 3 Hours
☐	Quick Start Program – 5 Hours
☐	Quick Start Program – Onsite – 8 Hours
☐	Quick Start Program – Onsite – 4 Hours

YOUR INFORMATION

Name and Title (Please Print)

Company Name

( )
Phone email address

Signature and Date

ATTENDEES

1. 2.
3. 4.
5. 6.
7. 8.
9. 10.

If more space is needed, attach as a second sheet

All Sessions are 1 hour long and are offered Tuesday – Friday.

TRAINING DATES

Example:

	Session 3
☑	10/18/2002 9:30am (PST)
☐	11:00am (PST)
☐	1:30pm (PST)

Place a check mark next to the time you would like to take the class and write the requested date in the area above the time. Your configuration session will be scheduled over the phone with your trainer.

ALL TIMES ARE PACIFIC STANDARD TIME

Configuration		Session 1		Session 2		Session 3		Session 4		Session 5 (Tempus Only)		Session 6 (Tempus Only)	
☐		☐	9:30am	☐	9:30am	☐	9:30am	☐	9:30am	☐	9:30am	☐	9:30am
☐		☐	11:00am	☐	11:00am	☐	11:00am	☐	11:00am	☐	11:00am	☐	11:00am
☐		☐	1:30pm	☐	1:30pm	☐	1:30pm	☐	1:30pm	☐	1:30pm	☐	1:30pm
☐		☐	3:00pm	☐	3:00pm	☐	3:00pm	☐	3:00pm	☐	3:00pm	☐	3:00pm