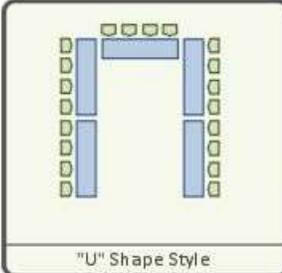
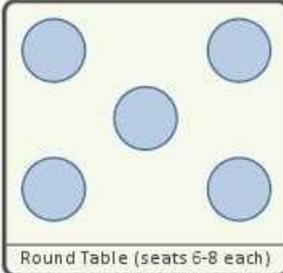
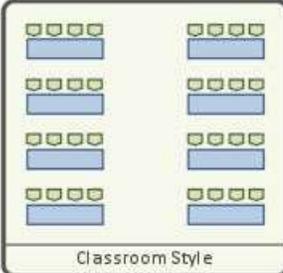


<b>Client:</b>	<b>Contact Person:</b>
<b>Course Title:</b>	<b>Date(s):</b>
<b>Instructor:</b>	<b># Attendees:</b>

<b>Logistics Contact:</b>	
<b>Training Location</b>	
<b>Billing Address</b>	
<b>Shipping Details</b>	
<b>Delivery Schedule</b>	Check One: <input type="checkbox"/> 8:00 – 4:00 or <input type="checkbox"/> 8:30 – 4:30 or <input type="checkbox"/> 9:00 – 5:00 <i>All courses are 8 hours per day with 1 hour lunch and 2-breaks in morning and afternoon</i>
<b>Room Setup Options</b>	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>"U" Shape Style</p> </div> <div style="text-align: center;">  <p>Round Table (seats 6-8 each)</p> </div> <div style="text-align: center;">  <p>Classroom Style</p> </div> </div> <p>U-shaped are the most effective. The only option that does not work is seats without tables, e.g. auditorium style.</p>
<b>A/V required:</b>	Projector and screen for instructor's laptop.
<b>White boards &amp; Flip Charts:</b>	Either option is sufficient.
<b>Location Logistics:</b>	Instructor will arrive 30 minutes prior to class time What lobby? ID Required? Escort Required?
<b>Parking Logistics:</b>	Guest parking available?
<b>Meals:</b>	Will meals be brought in or will participants be getting their own meals. Will there be coffee service, etc.
<b>Recommended Hotels/Discounted Rates:</b>	