



REMOTE/ABROAD TRAINING GUIDELINES

Access Technologies International is proud to offer training to our Certified Distributors “ATICD” at their facility, nearby location or on site where the equipment is installed. Training will be limited to the availability of attending personnel and can be customized to suit our distributor’s training needs. This type of training offers many advantages; however, minimal or no hand-on training is given in these sessions.

Training Cost:

- ❖ **\$500 per day (Monday – Friday) for training...**
- ❖ **Additional \$500 for one day of travel...**
- ❖ **All Instructor Expenses including: Travel costs, Local Transportation, Lodging, Meals and other expenses incurred during training...**

The ATICD is also responsible for the following:

- 1. Refreshment and lunch**
- 2. Overhead or LCD projector**
- 3. Display screen**
- 4. Flip chart and paper for illustrations and diagrams**
- 5. Training equipment (product to be used for demonstration)**

If computer programming is requested, the ATICD is responsible for providing computer(s) for the required training. If it applies, the ACCESS TECHNOLOGIES INTERNATIONAL Regional Sales Manager may be able to assist in providing limited amounts of training equipment. Please contact the Regional Sales Manager directly with such Requests.

Due to increased demand for training, all requests must be made at least **45 days** prior to the request date. The only valid request is a **“Purchase Order”** from an authorized ACCESS TECHNOLOGIES INTERNATIONAL “ATICD”. Our Credit Department prior to the instructor scheduling any travel for the class **must approve** the purchase order.

Attached are two sheets for your use. The first is handy checklist to help ensure that everything is your training go smoothly and that all of the various items are addressed. The second is a questionnaire that will assist us in providing your training. For instance, many distributors have special rates set up with hotels in their area. This information is always helpful. The distributor can recommend lodging locations for the instructor, however, the instructor will make ALL transportation arrangements.



REMOTE/ABROAD CHECKLIST

45 DAYS PRIOR TO CLASS:

Purchase order received and approved by ACCESS TECHNOLOGIES INTERNATIONAL. Please complete the ATI training questionnaire (see attached) and include with purchase order. When completed fax purchase order and questionnaire to:

Mike Kilp, Engineered Systems Research and Development Manager – Mkilp@atiaccess.com
Fax: (414) 289-3121 Phone: (414) 289-3129

RECOMMENDED INFORMATION:

Nearest airport(s)
Local Hotels
Other information necessary for the instructor to organize the class

30 DAYS PRIOR TO CLASS:

Confirm Training location and materials required

CONFIRM NUMBER OF TRAINEES

Submit “List of students” to Access Technologies International office Attn: Technical Department Manager. Review with instructor any needed manuals or brochures

7 DAYS PRIOR TO CLASS:

Contact Instructor to confirm arrival date

1 DAY PRIOR TO CLASS:

Verify instructor arrival at hotel, and arrange transportation, or directions as necessary to the training location.

FACTORY CERTIFICATES WILL BE MAILED FROM ACCESS TECHNOLOGIES INTERNATIONAL AFTER COMPLETION OF TRAINING...



REMOTE / ABROAD QUESTIONNAIRE

Please fill information and fax immediately along with your purchase order to: Technical Department Manager at Fax: (414) 289-3129. This process will guarantee at hand the date you have chosen if it has not already been scheduled.

Type of equipment and material to be covered:

- ❖ Basic Systems (SA-1000, SA-2000-II)
- ❖ Advanced Systems (SA-2000-CNV, SA-USB-CNV, SA-TCPIP-1, SA-2000-II configurations, and type of technology)
- ❖ Software (StarAccess1000, StarAccess2000, SAPRO & Imager Software)

_____	_____
_____	_____
_____	_____

Type of attendees (Technicians, Sales, End-users, mixed group.)

_____	_____
_____	_____
_____	_____

Training Location:

Company: _____ Contact: _____

Address: _____

City, State, Zip, and Country: _____

Phone: _____ Fax: _____

Preliminary Number of Attendees. The final documentation request must be received at least 30 days prior to training date.

Information of near by hotel / air port.

Hotel/Airport: _____ Contact: _____

Address: _____

City, State, Zip, and Country: _____

Phone: _____ Fax: _____