



SHIP FIRST ROUND _____
DATE _____

<p>TRAINING INFORMATION</p> <p>Trainee _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Phone _____</p> <p>Cell _____</p> <p>Fax _____</p> <p>Email _____</p> <p>Hire Date _____</p> <p>TRAINING DATE</p> <p>Round _____ thru _____</p> <p>Retrain _____ thru _____</p>	<p>TRAINER</p> <p>Name _____</p> <p>TYPE OF TRAINING</p> <p><input type="checkbox"/> 1st Round <input type="checkbox"/> Retrain <input type="checkbox"/> Other</p> <p>Manager _____</p> <p>NOTES:</p>
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TRAVEL INFORMATION		TRAINING CITY _____
<p>Hotel _____ Date _____ / _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Confirmation # _____</p>	<p>2 Closest Airports</p> <p>#1 _____ #2 _____</p> <p>Outbound Airline _____</p> <p>Date _____ Flight# _____</p> <p>Time _____ Airport _____</p> <p>#1 _____ #2 _____</p> <p>Inbound Airline _____</p> <p>Date _____ Flight# _____</p> <p>Time _____ Airport _____</p> <p>Confirmation # _____</p>	
<p>Car Rental Co. _____</p> <p>Pickup Location _____</p> <p>Pickup / Drop Off _____ / _____</p> <p>Confirmation # _____</p>		

<p>CHECK LIST</p> <p><input type="checkbox"/> Contract Signed _____</p> <p><input type="checkbox"/> 1st Round Shipped _____</p> <p><input type="checkbox"/> Test Received _____</p> <p><input type="checkbox"/> Additional Items _____</p> <table style="width: 100%;"> <thead> <tr> <th style="width: 50%;">SENT</th> <th style="width: 50%;">DATE</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	SENT	DATE	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<p>CHECK LIST</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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