

Xerox DocuShare® Training Course Registration



To register for a DocuShare training course, complete this registration form and email it to docushare.licenses@xerox.com. If you plan to pay for the course using a purchase order, also email a copy of the purchase order. Due to limited course space, a purchase order number or budget center is required to confirm your enrollment. *Transportation, lodging, and meals are not included in the course fee.*

Note: A minimum number of registered attendees is required before the training course can be confirmed and held on the scheduled date. If the required minimum number of registered attendees is not met 15 days prior to the 1st day of class, the course will be cancelled and you will be notified on that day by email. When the minimum number of attendees has registered for the course, you will be notified that the course is confirmed and that your payment is being processed. *Your payment is not processed until the minimum number of attendees has registered for the course.*

Student & Course Information: Complete Part 1

1. Student's name:
Company name:
Email address:
Course name:
Course code:
Course date:

Today's date: _____

Payment Information: Complete Part 2 or 3

2. Purchase order number:
3. Xerox organization or sponsoring Xerox VAR/Agent:
Xerox budget center (if applicable):
Xerox budget center manager's signature (if applicable):
Name of Xerox employee authorizing course enrollment: