XEROX TRAINING BOOKING FORM

Date Form Completed:		Course Name:		Course Code:	
Preferred Course Date:		If Preferred date not available, you will be contacted/added to the demand waitlist		**Managers Name:**	

Staff / EU Number: Must be entered (See * below)	Delegate Name: Must be entered	Accom. Req: Y/N: See Cancellation policy	Night Before Req: Y/N	Cost Centre: Must be entered NB-Xerox Employees only	Cost Centre Managers Email Address Or Delegate email address for Non Xerox: Must be entered	CAR REGISTRATION DETAILS: - Must be entered in order for you to be allowed to pass the security gate at the NTC.	Comments
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				
		Yes No	Y N				

Put this date in your Diary Now!
But this is not confirmed until you receive a confirmation notice or are contacted by either Ellie or Michelle.

Cancellations will only be accepted via your Manager
Please make yourself familiar with the Cancellation Policy.

Make sure you send a copy of this form to your Manager

*** Xerox Direct Employees -** If booking for XOG Certification Sales Course please also provide your EU number

Now Email this form to

Ellie.Richardson@xerox.com

Sales Training
XGS Sales Training
Management Development Training

Tel: +44 (0) 118 9443415

Michelle.fox@xerox.com

XE / UK Technical Training/Analyst Training
XGS Ops Training
XE Office Analyst Training
Management Development Training

Tel: +44 (0) 18 9443414

This form is also available on Docushare at: http://docushare.eur.xerox.com/dsweb/View/Collection-98684

Admin use only: Date form processed		*LMS*		*Plans*		*Recp*	