



On Site Training Request

Thank you for your inquiry about hosting a RISO Onsite Training Class at your location. The following are requirements for hosting a class. Please review carefully and initial each. Failure to meet requirements may result in class cancellation:

- 1) Student Prerequisite: computer literate, mechanical aptitude, understanding of magnetic & photo- sensor operation, troubleshooting electro-mechanical equipment, ability to read electrical wiring diagrams, use of meter and associated test equipment. If the course is an update course, student must have prior RISO baseline certification on the product.
- 2) Class Size will be a minimum of 4 students, maximum 8 students; and a machine requirement of one unit per every 2 students, not to exceed four units.
- 3) Class begins promptly at 8:30am and ends at 5:00pm daily, to and including the last day. Students should not expect to be dismissed before 5:00. Travel plans should be made accordingly. With the exception of scheduled breaks, students must remain in class at all times. If a student leaves a class they are subject to loss of certification and must retake the class at a later date.
- 4) All students will be registered 15 working days in advance of the class start date.
- 5) A \$3,600 fee for onsite training will be due once approved and billed automatically to your account. Any cancellations after that date are not refundable.
- 6) Dealer requests for a Field Support Training Class must be received a minimum of 45 days in advance of requested dates.

Dealer Name: _____ I.D. #: _____

Address: _____

City _____ State _____ Zip code _____

Phone _____ Fax _____ Technical Fax _____

Contact: _____

E-Mail: _____

Class Requested: _____

Requesting Dealer agrees to provide the following: *Please initial each line*

Equipment:

- One RISO for every two students. _____
- Additional supplies (masters/ink) for each unit. _____
- 1 Case 8.5 x 11 inch paper for every 2 students. _____
- 2 Reams Case 11 x 17 inch paper per every two students _____

Facility Requirements:

- A minimum of a 20ft. x 30ft. room with adequate seating and proper electrical to support class. _____
- A Whiteboard, and light box. _____



Please provide dates you would like to host a class:

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Please provide hotel/location information:

Hotel Name: _____

Address: _____

City, St., Zip: _____

Phone / Fax #: _____

Contact: _____

Note: The host is responsible for technical set-up and support before, during, and after the class. Machines / controllers etc. must be running properly upon the instructor's arrival, and during the course. Dealer fees for an approved onsite training classes include all travel and lodging expenses for the technical trainer. The host is also responsible for any expenses incurred in having a class held at a hotel. All requests must be approved by the Director of Technical Operations. Once a class has been approved the appropriate RISO Technical Trainer will be scheduled and the host will be notified.

* Student Name: _____ Tech #: _____
Student Email Address: _____

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Student Email Address: _____



This form is a request only. Confirmation will be sent to the contact named upon approval.

_____ agrees to all of the above requirements.
Host Name

If _____ cannot meet all of the above requirements,
Host Name

RISO reserves the right to cancel the course.

By signing, _____ has read the requirements and agrees
Host Name
to abide by all the requirements set by RISO Technical Training.

Dealer Principal/Manager's Signature _____

Title _____ Date _____

Completed forms can be emailed to risotrainer@riso.com or faxed to 978-560-1154.

RISO TECHNICAL TRAINING USE ONLY:		
Request:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Denied Reason _____
<p>If you feel this decision has been reached in error or you require special circumstances, please contact RISO Technical Training Administration at 978-739-3507.</p>		

Received _____ Processed _____ Finance _____