**Trainer Request & Return Form**

Please allow 7 working days’ notice for Abbey to make your hotel booking or send out equipment. Please give 1 working day for paperwork/presentation requests.

Please leave boxes blank if they do not apply to your request.

\*Please use this as your subject line when submitting this via email

“Trainer Request & Return Form”

First Name

|  |
| --- |
|  |

Last Name

|  |
| --- |
|  |

**Hotel Request**

Post Code of Training Venue

|  |
| --- |
|  |

Trainer Email Address

|  |
| --- |
|  |

Check in Date

|  |
| --- |
| DD/MM/YYYY |

Check out Date

|  |
| --- |
| DD/MM/YYYY |

Additional Comments

|  |
| --- |
|  |

**Equipment Request**

Please complete 1 form per equipment request

Course you require equipment for.

|  |
| --- |
|  |

Please list all equipment that you need - helping Abbey out as much as possible, if it's not listed, she may not know to send it.

|  |
| --- |
|  |

Would you like the equipment to be delivered or will you be collecting it from the office?

|  |
| --- |
|  |

Date that you require the equipment to arrive at delivery address

|  |
| --- |
| DD/MM/YYYY |

Date that you are coming to the office to collect

|  |
| --- |
| DD/MM/YYYY |

**Paperwork & Presentation Request**

Do you require paperwork, presentations, or both?

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| --- |
|  |

Course title for request

|  |
| --- |
|  |

Number of print outs required

|  |
| --- |
|  |

Date of course

|  |
| --- |
| DD/MM/YYYY |

**Equipment Return Notification**

Equipment returned

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| --- |
|  |

Any damages to report

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Have you posted the equipment or dropped it off at head office?

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| --- |
|  |

Date you returned to office or that we are expected to receive in post

|  |
| --- |
| DD/MM/YYYY |

**Do You Need…**

Pens, Review Highlighters, Laminated Register or Review Ice Scraper

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| --- |
|  |