



Request for On-Site Continuing Education (CE) Training Class
Vehicle Refinishing for Insurance Industry (Course Length 7 Hours)

Date of Event Requested: _____ (Requests must be submitted **30 days** before event date)

Sherwin-Williams Servicing Branch Information:

Contact Name (Rep/ASM): _____

Sherwin-Williams Automotive Finishes Branch # _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Branch or Region cost center number will be used for airfare, hotel, meals, rental car and all other expenses incurred by instructor during this travel along with any additional class course cost.

Before any travel arrangements can be made, we must have this form with the Branch number and Shop Information, along with the Branch Manager or Area Sales Manager's signature returned to the Training Center.

Account to be charged: (Branch #) C101-7303-001-79 _____

Or

Account to be charged: (Sales Region #) C101-7303-001-78 _____

Branch Manager or Area Sales Manager approval: _____

Shop Information:

Account #: _____

Shop Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone Number: _____

Meeting to be held at: Shop Location Other Location

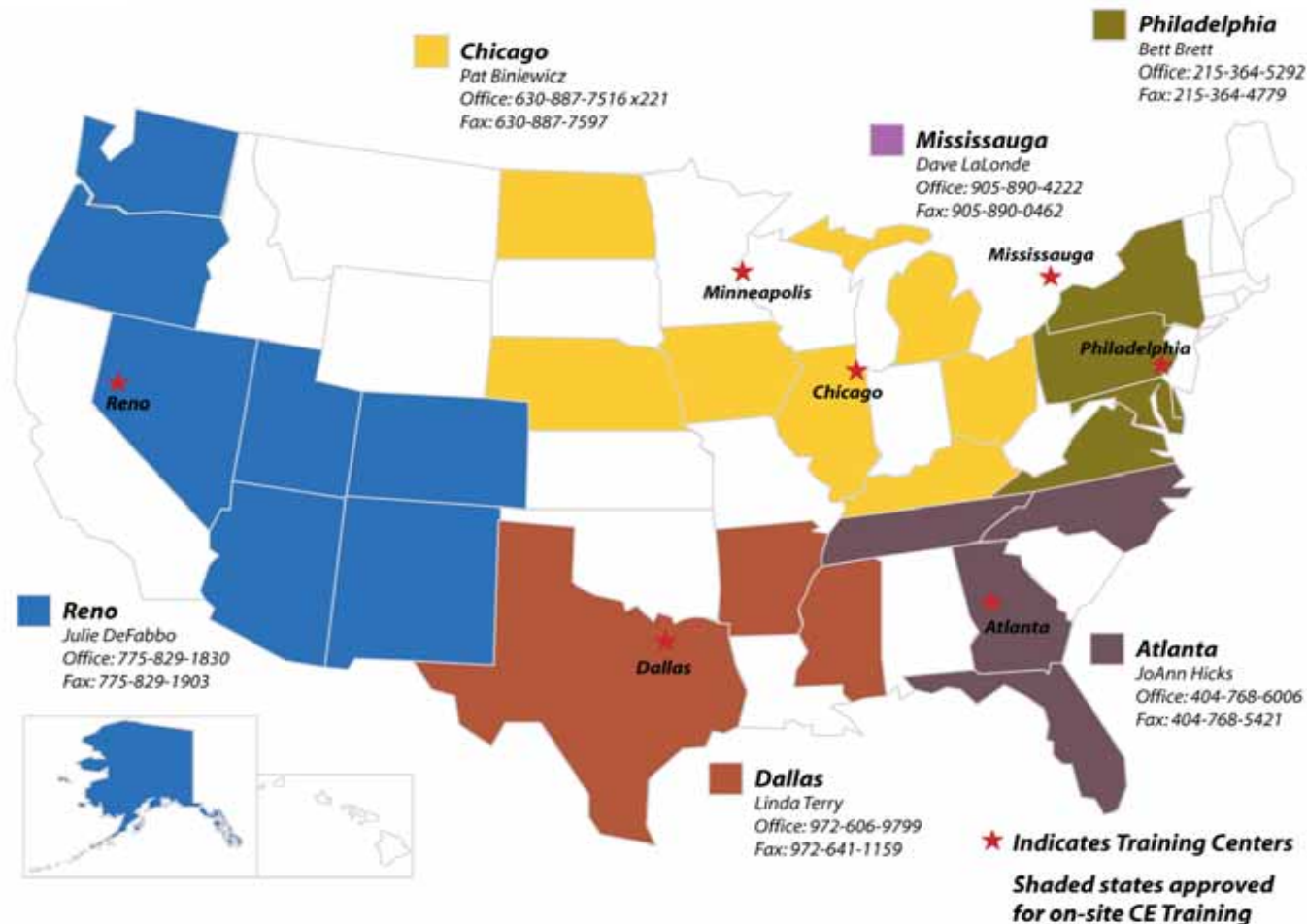
Other Location Information: (Complete if meeting will be held at other location)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Fax or email completed request form to appropriate Training Center located on reverse side of form.



Procedures to Schedule On-Site Continuing Education (CE) Class for Collision Repair Facility:

- 1) Customer will contact their local SW Sales Representative to set up an On-Site CE Training Class at their facility.
- 2) Sales Representative will complete "SW Request for On-Site CE Training Class Support Form". Form can be found at www.swaplus.com under the Continuing Education for Insurer section. Fax or email completed form to the appropriate Training Center Coordinator.
- 3) Upon receipt of the request, Training Coordinator will coordinate with one of the Training Instructors who will in turn contact the SW Sales Representative to go over details regarding request for On-Site CE Training Class.
- 4) SW Sales Representative will contact Collision Repair facility to finalize the On-Site CE Training Class.
- 5) SW Sales Representative can order professionally designed custom invitations through the Marketing Creator, which can be delivered to the A-Plus™ Network member for them to help promote the class to prospective agents.
- 6) The A-Plus™ Network member will be responsible for sponsoring the event (classroom, lunch, refreshments, etc.) and can redeem Loyalty Rewards Points to reimburse expenses.
*Branch customers will receive a credit adjustment on monthly SW Accounts Receivable Statement and Jobber customer will be issued a reimbursement check for expenses.