

1 Registration by a Customer

This form will be used by a customer when he/she wishes to register on a course after the machine has been installed.

1.1 Pre-requisite

The customer should have the machine installed at his location already and should have the Machine Serial No available when he makes the training request. If the machine has not been installed, the customer will need to contact the HP Sales Rep to make a training request on their behalf.

1.2 Machine Installation Information

Machine Installation Information:		
*Serial number of the press installed:	<input type="text"/>	Serial No based on the machine installed
*Your company name:	<input type="text"/>	Company Details – This will be the details of the company signing the contract
*Company street address:	<input type="text"/>	
*City and state:	<input type="text"/>	
*Zip/Postal code:	<input type="text"/>	
Country:	<input type="text"/>	
*Customer number:	<input type="text"/>	Customer No as provided by HP
*Are you entitled to this training?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Method of Payment: 1. If this training is part of a machine deal and you have been informed about a training offer by HP, please choose 'Yes' here if you intend to use your free training 2. If this is a request for additional training, please ensure you have a Purchase Order available 3. If this training is part of a maintenance contract, please provide the contract
*PO number:	<input type="text"/>	
Maintenance contract number:	<input type="text"/>	
Is the company information for machine installation as same as the above?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If the machine is being installed at a different location from the company that signed the contract, please fill in this information
Name of the company where the machine is installed:	<input type="text"/>	
Address of the company where the machine is installed:	<input type="text"/>	
City and state:	<input type="text"/>	
Zip/Postal code:	<input type="text"/>	
Country:	<input type="text"/>	
Person to contact (if different from the operator):	<input type="text"/>	
Contact phone number:	<input type="text"/>	For purpose of confirming the training, HP may need to send some communication. Please let us know if you wish HP to contact another person rather than the operator
Contact email:	<input type="text"/>	

1.3 Operator Information

At least one operator information is required for HP Education Services to process a training request.

*Operator 1: -required		
*First name:	<input type="text"/>	First Name
MI:	<input type="text"/>	Middle Initial
*Last name:	<input type="text"/>	Last Name
*Citizenship:	<input type="text"/>	
*Country of permanent residence:	<input type="text"/>	
*Is this person's company information as same as your company?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If you would like to use the company address for all communication, please choose 'Yes' here
*Company name:	<input type="text"/>	
*Company street address:	<input type="text"/>	
*City and state:	<input type="text"/>	
*Zip/Postal code:	<input type="text"/>	
Country:	<input type="text"/>	
*Daytime phone:	<input type="text"/>	Please fill in your phone number and email address as HP may need to communicate late changes to the training request
Fax number:	<input type="text"/>	
*E-mail address:	<input type="text"/>	

1.4 Terms & Conditions

Special Instructions:

Additional comments:

Please use this space to let HP know of any special requirements

Submit Registration

Terms and conditions:

*Please read the terms and conditions: I accept the terms and conditions.
 I do NOT accept the terms and conditions.

Please read carefully the terms of cancellation before you submit the form

Thank you for completing this form.

1.5 Workflow

This submission will generate an email to HPES Admin who will create an order on the Admin system after validating the information provided. If in case, you request a free training and the details are not available in the Admin system, we will request your HP Sales Rep to confirm the status of your contract.

On submission, the customer will also receive an email acknowledging receipt of the booking request. This receipt of registration is only an acknowledgement of the booking request and the reservation will be confirmed 14 days before class start date.