



2020 Factory School Attendee Form

Please type or print clearly – complete all spaces

Class: _____ School Date: _____

Name: _____ Job Title: _____

Company: _____ Phone: _____

Address: _____ Fax: _____

City: _____ Attendee Cell: _____

State/Zip: _____ Distributor # _____

Email: _____ Dealer # _____

Course Fee: (includes: lodging, group meals, training and training material)

\$400.00 Customer

\$450.00 Non Customer

Payment Type: Check
 Credit Card

Checks payable to: *Xylem, Inc.*
2881 East Bayard St
Seneca Falls, NY 13148
Attn: Kim VanDeventer

Arrival Information: Driving
Arrive approx. 2pm Flying

Arrival Date & Time: _____ Airline/Flight # _____

Departure Information: (Depart after 4pm/Flights after 6pm on Thursday)

Departure Date & Time: _____ Airline/Flight # _____

Cancellation/Refund Policy:

There will be no charge for attendees who cancel 3 weeks prior to class in writing.
Attendees who cancel less than 3 weeks will be charged 50% of course fee.
If you do not cancel and you do not attend, you are still responsible for full payment.

Do not make travel arrangements until you are confirmed for the class via email or fax from Kim VanDeventer. No refunds will be issued.

Please fax form to 315-239-2381 Attn: Factory Schools
Or Email: factoryschoolinfo@xylem.com