



2023 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)*
Travel costs are the responsibility of the attendee

\$550.00 Customer

\$600.00 Non-Customer

Payment Type:

Check

Credit Card (request authorization form)

Checks payable to:

Xylem, Inc.

2881 East Bayard St

Seneca Falls, NY 13148

Attn: Kim VanDeventer

Arrival Information: Arrive on Monday approx. 2pm

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

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: #WTD-FactorySchoolInfo@xylem.com