legrand® VANTAGE® WATTSTOPPER®

TRAINING REQUEST FORM

INSTRUCTIONS

To request a Training visit of the Wattstopper Lighting Control equipment:

1. Complete this form including initiating the items under required preparations below.
2. Email the completed form to Wattstopper at field.service@wattstopper.com
3. Contact Wattstopper Field Technical Services at 888.852.2778 to schedule the Training visit.

PROJECT INFORMATION

Project/Site Name _____

Address _____

City _____ State _____ Zip Code _____

Cross Street _____

Job Quote Number _____ Preferred Training Date _____

Project/Site Hours _____ ☐ AM ☐ PM to _____ ☐ AM ☐ PM

CONTACT INFORMATION

Electrical Contractor Information

EC Name _____

EC Phone _____

EC Email _____

Project Owner Information

Owner Contact _____

Owner Phone _____

Owner Email _____

On-Site Contact Information

On-Site Contact _____

On-Site Phone _____

RECEIPT OF THE TRAINING REQUEST FORM IS REQUIRED TO SCHEDULE A TRAINING VISIT. A MINIMUM OF THREE WEEKS NOTICE IS NECESSARY FOR A TRAINING DATE

Initials	Required Preparation for Training Visit
	(Initial Each Item That Applies To Your Requested)
_____	1. All equipment shown on the Bill of Materials in your submittal has been received and installed.
_____	2. All the associated equipment is wired and powered up.
_____	3. While Wattstopper allows for video recording of training sessions, Wattstopper will not be responsible for providing any video recording equipment or personnel to operate such equipment.
_____	4. Arrangements must be made for representatives of the end user to be on site for orientation and training of the system (if required) There are no allowances made for return training visits unless specified in the Bill of Materials.
_____	5. Please note any special security measures (surrender of IDs, security clearances, escorts, training classes, etc...) required to access the site and/or Lighting Control Equipment.
_____	6. Any special training/safety classes required to access site or Wattstopper equipment? (if yes, describe below in 'Important Notes')

TRAINING REQUEST FORM

Important Notes:

Scheduling the Training Visit

1. Make sure all preparations listed above have been or will be completed by the date of the training visit.
2. Determine the preferred date for the training visit. (Please note required lead time)
3. Complete the "Training Request" form and email to field.service@wattstopper.com

Cancellation

In the event you cancel your confirmed date without reasonable notice, you may be charged to reschedule.

Less than 3 business days - $500.00

4-7 business days - $250.00

If you need blank documentation forms or have any questions please contact Wattstopper Field Technical Services at 1.888.852.2778 (opt. 4)

Request

The training visit for the above-named project is hereby requested. The preparations listed above are, or will be, completed prior to the date of the training visit. **It is understood that additional trips or excess time required to complete the training visit due to lack of preparation on the part of the installer may result in additional charges.**

Signature

Name (Print)

Company

Date

Wattstopper Field Technical Services
Office: 1-800-723-5175
Email: field.service@wattstopper.com