

REGIONAL SALES MANAGER VISIT REQUEST FORM

To schedule a trip to either or both of our offices, please fill out and return this form. We will respond quickly following receipt of your request – thanks!

Please email this completed form to: cheryl@ertlighting.com

Manufacturer Name: _____

Email Address: _____

Primary Objective of visit: _____

(i.e. New Product Training, Sales Calls, etc.)

Dates Requested: _____
(Please provide at least two date ranges. Preferred days for sales calls are Tues, Weds & Thurs)

Do you have an AIA CEU presentation available? Yes No

If yes, please describe: _____

List of New Products You Will Bring: _____

(This is CRITICAL in helping us to prepare for your visit and to schedule calls with the right clients)

Detailed Agenda:

Please include pertinent information for scheduling purposes. Include **flight times** and **any desired firms to visit** along with any information the spec team may need to be aware of in scheduling the day.

Example:	Day 1:	New Product Training for ERT San Antonio Sales Team Sales Calls, San Antonio clients
	Day 2:	New Product Training for ERT Austin Sales Team Lunch & Learn with ABC Engineering Sales Calls, Austin clients

Day 1: _____

Day 2: _____

Lunch & Learns: We kindly request that lunch and learn expenses at our clients' offices fall under the responsibility of our manufacturers. For ERT staff lunch and learns we will gladly split the cost 50/50. Thank you!

Please contact the office(s) you are visiting to verify catalog stock levels and any sample requirements prior to your visit to ensure we are prepared for training and/or sales calls.

Additional comments: _____