

Re: Service Training

To: All Addison Representatives

Despite the hurdles of COVID-19 this past year we are excited to announce that our Technical Service Training classes will resume in 2021 with a new line up of product offerings and industry leading innovations!

We have seen a great response to our extended class time – from two-days to three- days of hands on training – and are honored that we continue to be your preferred educators in the DOAS market.

The three-day training is a perfect opportunity in which technicians will gain knowledge and certification in Addison controls, products, service, and unit operations.

This course will involve lecture, demonstration, informative literature, hands-on experience, and a shop tour. The cost of this course will be \$1,000.00 per person and will include light breakfast options and lunch on all three days. Any other meals, lodging and/or transportation are not included in the cost of class attendance and will be the responsibility of the attending persons. To best accommodate our guests please advise of any attendees with food allergies at time of class registration.

Payment must accompany the submittal of the registration form. If a cancellation must be made, we ask that you notify of us of this change no later than 48 hours prior to the start of the scheduled class. All payment and registration forms can be submitted to Aqeelah Abdul at aqeelah.abdul@addison-hvac.com. We're very excited about these opportunities and look forward to meeting and training you soon.

If you do not have a service department but can recommend a service company that you think might be interested in this training, please let us know. We would be more than happy to extend this invitation to them.

Our classes will still possess an extensive amount of infield experience and reference material, but our class sizes have changed. In respect to CDC guidelines our class sizes have now been limited to eight (8) individuals per class. Time and space run out quickly so secure your spot today!

This certification does not count toward continuing education credits.

Sincerely,

Rich Locario
National Service Manager





ADDISON
DEDICATED OUTDOOR AIR SPECIALISTS

Technical Service Class Requested:

Company Name: _____

Service Technician Name: _____

Service Technician Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Preferred Method of Payment: Check Credit Card Purchase Order

Please note:

- We ask that you arrive to class at 8:00am as each class begins at 8:30am sharp.
- If an attendee has any food allergies, please advise at time of registration.
- All technicians attending our training should book rooms at the Hilton Altamonte Springs.
- If paying by credit card please have the attached Credit Card Authorization form completed.
- Submit all registration forms and payment to Aqeelah Abdul at aqeelah.abdul@addison-hvac.com
- **Attire is business casual as no shorts are allowed on the production floor.**



CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize a charge to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

I _____ authorize Addison to charge my credit card account indicated below for
 (Cardholder's Full Name)

\$ _____ on _____. This payment is for _____.
 (Amount \$) (Date) (Description of Goods/Services)

BILLING INFORMATION

Billing Address _____ Phone # _____

City, State, Zip _____ Email _____

CARD DETAILS

Visa MasterCard Discover

Account/CC Number _____

Expiration Date ____ / ____

I authorize Addison to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

SIGNATURE _____
 (cardholder)

DATE _____