

Ceco Distributor Class

March 26-29, 2019

Registration is FREE

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This class will be held at Ceco Door located at 9159 Telecom Drive in Milan, TN

Air and Ground Transportation

Air travel and all ground transportation to and from the airport, to the hotel in Milan, TN, and to Ceco Door will need to be provided by the student.

Nashville or Memphis airports are recommended for those flying.

Note: Class and lunch will conclude on Friday around 1:00 pm. Make your return flight time accordingly.

**Registration Deadline:
March 12, 2019**



Registration

A registration form is attached. It must be completed and received by Ceco's Training Manager at the Milan Manufacturing Plant at least (10) ten working days prior to class start date. **DO NOT** make non-refundable travel plans without a confirmation from us. A confirmation indicating acceptance into the class and host hotel information will be sent after receipt of your registration form.

Tuition

There will not be a tuition fee for this class. Following expenses will be covered by Ceco Door: class and class materials, breaks, lunches, and dinner for one evening.

Meals and Accommodations

Students are responsible for hotel accommodations. We have, however, negotiated a favorable rate for our attendees at the host hotel, which is located approximately 5 minutes from Ceco Door's facility. All students must be housed at the same hotel. Ask for the Ceco Door room block rate. Upon acceptance of your registration form, an acknowledgement will be sent notifying you of the class schedule and advising you of the host hotel. The special rate and room availability will be withdrawn if hotel arrangements are not made ten working days prior to the class start date.

Ceco will provide all lunches during class and one dinner evening meal. The host hotel has a Continental Breakfast. Students are responsible for all other meals, their individual travel expenses, and miscellaneous incidental or personal expenses incurred.

Registration Form

Class Dates: March 26-29, 2019

Location:

**Ceco Door
9159 Telecom Drive
Milan, TN**

Your day will begin with a 7:25 am arrival at Ceco Door and end at 5:00 pm each day.

Dress will be business casual clothing each day. No shorts, tank tops, or open toe/heel shoes are allowed for safety reasons.

Please Specify Any Special Diet/Food Needs For Lunches:

Fax or email this form to:

Attn: Dwayne Charlton
Ceco Door
9159 Telecom Drive
Milan, TN 38358
Fax: (731) 723-1310
Email: dwayne.charlton@assaabloy.com

Registration Deadline: March 12, 2019

PARTICIPANT'S NAME _____
(as preferred on name tag)

E-mail Address _____

COMPANY NAME _____

COMPANY ADDRESS _____

CITY _____ STATE _____

ZIP _____

COMPANY PHONE _____

PARTICIPANTS CELL PHONE _____

SUPERVISOR _____

1. What is your Job Title? _____
2. How long have you worked with Ceco Door and Frame Products?

3. Approximately how many job take-offs have you made?

4. Approximately how many estimates have you made?

5. Have you done any architectural approval drawings? _____
6. Have you used the Ceco Price Book? _____

If yes, on what basis? Monthly/Weekly/Daily _____
7. Have you calculated freight? _____

Have you completed the Correspondence Course? _____
(This is required before attending class unless you have one year of industry experience working with Ceco doors and frames)