

Mission Statement

The mission of Jim Shipley & Associates, Inc. is to serve as the catalyst for educational improvement by providing services and products that engage educators in a practical approach to using Baldrige Criteria to achieve and sustain performance excellence.

In an effort to serve you better, **we ask that you fill out PART I of this RFS completely**, save it to your computer, and return completed form via email to the JSA trainer you are working with **OR** to jimshipley@mindspring.com. Your request will be processed and you will receive notification confirming/approving your request once a trainer has been assigned. Following JSA's approval of your request, **please make any cancellations/changes prior to 60 days before the training in order to avoid cancellation penalties.**

PART I: Client Request

Today's Date: _____	Training Date Requested: _____	Expected Number of Participants: _____
Training Site Location: _____		Suggested Airport: _____
Service Requested/Special Considerations: _____		

CONTACT INFORMATION	
Name: _____	
Position: _____	
Organization _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Phone: _____ Fax: _____	
Alt. Phone: _____ (Evenings/Weekends/Emergency)	
Email: _____	
PO#: _____	

BILLING INFORMATION (if different from contact)	
Name: _____	
Position: _____	
Organization _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Phone: _____ Fax: _____	
Alt. Phone: _____ (Evenings/Weekends/Emergency)	
Email: _____	
PO#: _____	

PART II: For JSA Staff Use Only

Date Assigned: _____ Lead Trainer: _____ Co-Trainer(s): _____ Practitioner(s): _____

Confirmed Training Date(s): _____ Confirmed Training Location: _____

Confirmed Times: _____ Confirmed Airport: _____

Confirmed # of Participants: _____ Training Title/Topic: _____

Audience Description: _____

Desired Outcome/Training Description: _____

Room/Equipment Needs: Yes No Agenda: Yes No Tips for Successful Training: Yes No Evaluation Forms: Yes No

Special Travel Considerations: _____

Materials Needed: Yes No Date Needed: _____ Ordered: Yes No Date Ordered: _____

Special Shipping Instructions: _____

Confirmed Bill to/Ship to Address: Yes No