Training and Documentation Brochure Worksheet

Here’s a checklist you can use to begin with that covers the basics. (You can add training philosophy, procedure and any other information that can be helpful to your customer.)

**Company Mission**

**Company Vision**

**Documentation Services:**

* Installation Manual
* Daily Operation and Maintenance Manual
* Mechanical Maintenance and Overhaul Manual
* Electrical Service Manual
* Software and Controls Manual
* Training Guides and/or Manuals
* Instructors Manual
* Job Performance Aids (JPAs)

**Format Options**: (Good to list the platform/software you use too)

 Hard Copy

 Floppy Disk

 CD Rom

 Internet

 Other:

**Training Services:**

* Certified Trainers (PMMI Certified Trainers)
* Onsite training
* Training at our location (prior to installation)
* Coordination with your internal trainers
* Follow up training and/or training plan to reinforce learning
* Other:

**Pricing Structure:**

Trainers fee:

 Contact fee:

 Travel fee

Material Development:

 Per hour

 By project

 Translations cost

Manual costs:

Travel & expenses:

**Contact Information:**

Training Contact:

Phone:

Fax:

Cell phone:

Email address:

Mailing address: