



3541 Challenger Street  
Torrance, CA 90503  
Office/Fax 310-303-3600

## Offsite Training Terms and Conditions

*Offsite training (Training at customer location) is only provided to PCSC customers and will only be available during months when PCSC does not have factory training scheduled. Customers shall provide facilities for the training session and at a minimum, the facilities shall be clean, safe and free of excessive noise.*

### **Scheduling training:**

*When scheduling training, customer must submit a purchase order to PCSC at least **4 weeks** prior to the scheduled training. If purchase order is not received by PCSC prior to the deadline, training will need to be rescheduled. PCSC will not schedule training without a purchase order.*

*Purchase order must include the following:*

- 1) \$1,500.00 per day (3 day minimum)*
- 2) Reimburse PCSC for all Travel and Accommodations. (i.e. Airfare, Lodging, Rental car or Taxi)*
- 3) Meals*
- 4) Freight – Cost of delivering equipment to the training site and the cost of returning the equipment back to PCSC.*

*Customer's account must be current with PCSC. If customer is delinquent, purchase order will not be accepted. Customer will have to bring account current and must pay for training in advance. Advance payment will include the cost of the training, plus estimated reimbursable expenses (i.e. airfare, lodging, meals, freight, etc.). Payment can be paid by check or credit card.*

### **Training Session:**

*Training is provided from Tuesday through Friday and is limited to 8 hours each day. Monday is a travel day.*

### **Cancellation/Rescheduling/ Changes by Participant**

*PCSC must be informed of cancellations or changes **14 business days** prior to the scheduled training date. This notification is critical to cease shipment of training equipment to customer's training site. If training is cancelled after this time and equipment is shipped to the training site, customer will be responsible for all freight charges.*

*If training is **rescheduled**, the customer is responsible for increases in airfare and also any fees assessed to reschedule flight.*

*If training is **cancelled and not rescheduled**, the customer is responsible for the cost of the airfare.*

**Cancellation by PCSC**

*Training can be cancelled by PCSC without prior warning, due to any unforeseen circumstances or causes beyond PCSC's reasonable control, including but not limited to; acts of God, war, riots and acts of terrorism. If training must be cancelled/rescheduled for any reason, PCSC will notify the customer no less than seven (7) days prior to the scheduled training.*

**Liabilities**

*To the extent not prohibited by law, PCSC will not be liable for any consequential, incidental, special or other indirect damages, such as lost profits, arising from these terms even if PCSC has knowledge of the likelihood of such damages. In the event that PCSC shall fail to provide training in accordance with these terms, PCSC's entire liability and customer's exclusive remedy shall be for PCSC to use its reasonable efforts to repeat the training within a reasonable period of time. In no event shall the aggregate liability for damages of PCSC, its employees or agents, arising from these terms whether by contract or tort exceed the amounts customer was actually billed for training.*

<p>Company Name:</p> <p>Purchase Order Number:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>
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**Note: (Training is not confirmed until approved by PCSC Training Manager)**

<i>PCSC Training Dates</i>	
<i>From:</i>	<i>To:</i>
<i>Approval: _____</i>	<i>Date: _____</i>
<i>(PCSC Training Manager)</i>	

*Please provide information and fax to PCSC at 310-303-3600*

*The above noted company understands and concurs on the terms and conditions stated on this document*

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*Authorized Signature*