



EDMUNDS & ASSOCIATES

Simple. Effective. Solutions.

Training Sign Off Form

Client: _____ Date: _____

Contact: _____ Phone: _____

Trainer: _____

- | | | |
|--|---|---|
| <input type="radio"/> Finance | <input type="radio"/> Real Property Tax | <input type="radio"/> Inventory Control |
| <input type="radio"/> Purchase Requisitions | <input type="radio"/> Utility Billing & Collections | <input type="radio"/> Permitting & Code Enforcement |
| <input type="radio"/> Business Licensing & Misc. A/R | <input type="radio"/> W.I.P.P | <input type="radio"/> Animal Licensing |
| <input type="radio"/> Developers Escrow | <input type="radio"/> Customer Work Orders | <input type="radio"/> Payroll/HR |

Attendees: _____

Notes & Details:

Tasks to Complete & Customer Comments:

Signatures:

Time:

Trainer: _____

Arrival _____ Travel _____

Customer: _____

Depart: _____ Service _____