



Training at Client's Location Questioner

Please fill out and return the below questioner if Pace Computer Learning Center is providing training at your location. This will assist us in providing excellent service and to assure all obstacles and/or technical issues will be resolved prior to your training event.

1. Do your computers/laptops have the software installed that is required for your training?
2. Is there an Instructor's computer, or do they need to bring a laptop?
3. Do you have an LCD projector to be connected to the Instructor's computer?
4. If training is for MS Office, what version will it be: 2003 or 2007?
5. Do your computers have the following?
 - a. CD-ROM drive
 - b. USB port
6. Does your training room contain a network?
 - a. Is there a network share in which training files can be placed so they can be downloaded to each computer?
7. Do you have any special IT/Technical needs or requests?

If you prefer to fax the completed form, our fax number is 914-422-4019.