

# Longview Factory Visit Form

Completed forms need to be emailed to your Regional Sales Manager



## Scheduling

Date your group will be at the AAON Facility:

Total number of guests (total from **Page 2** including reps and guests):

Arrival Date:

Departure Date:

## Primary Point of Contact

First Name:

Last Name:

Email:

Phone:

## Food, Lodging, and Transportation

Does AAON need to book hotel rooms?

Which hotel do you prefer, if available?

Transportation to/from hotel?

Transportation to/from Airport?

Are there other arrangements for which you might need assistance? Transportation, special events, etc.

Do you need lunch arranged at the plant?

Do any guests have dietary restrictions?

If yes, list the restrictions below.

## Nature of Visit

Include product focus, past issues, concerns, etc.

## Desired Outcome of Visit

**Dress Code:** Business casual. Shorts, cropped slacks, capris, skirts/dresses, and open toe shoes are not permitted on the manufacturing floor. Safety covers will be provided if steel/safety-toe shoes are not worn.

Personnel \_\_\_\_\_

Rep \_\_\_\_\_

Firm	Name	Title	Email

Guest \_\_\_\_\_

Company	Customer Type	Name	Title	Email

Flight Information

Arrival		Flight #	Airline	Pickup Location	Departure		Total Guests
Date	Time				Date	Time	