



TRAINING AND PROGRAMMING CONFIRMATION

_____ We (the system administrator and/or specified individuals) have been **properly trained** on our new / upgraded system by the technician. We understand how to use the appropriate features and do not have any questions. *Customer Initials*

_____ I have **properly trained** the customer on their system per their needs and requests. They have no further questions. *Technician Initials*

_____ Our system is **programmed** the way we have requested, and is working to suit our needs. *Customer Initials*

_____ I have **properly programmed** this customers system as they have requested and it is set up to suit their needs. *Technician Initials*

_____ I, the system administrator have been trained and am comfortable with making necessary adjustments in the programming as our needs change. ie: add new employees – inter office moves, mailbox changes, basic program functionality, etc.
System Administrator Initials

Company Name: _____

Client Signature & Date: _____

Technician Signature & Date: _____