*Hello,*

*Thank you for the interest you have for Volvo Compact Equipment SAS in Belley, France.*

*In order to help us organizing your visit, thank you to fill in the following form and to send it back by mail to:* [*BelleyFactory@volvo.com*](mailto:BelleyFactory@volvo.com)*.*

*We will contact you rapidly to accompany you in the organization of your visit.*

*Best regards, The Direction.*

**Wished arrival:**  date: …/…/… hour: … :…

**Wished departure:** date: …/…/… hour: … :…

**Number of visitors:** …………

**Preferred language:** …………

|  |  |  |
| --- | --- | --- |
| **CONTACTS** | **Volvo responsible person who will accompany the visit** | **Group of visitors responsible person** |
| **Name** |  |  |
| **Title** |  |  |
| **Phone number** |  |  |
| **E-mail** |  |  |

**TYPE OF VISITORS**

**Dealers** **Customers**  **Schools** **Other →** *Please specify*: .……………..

* **For the dealers & customers, please complete the information below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company / Title** | **Activities / Operations** | **Machines Fleet / size** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* + Business status Order ongoing Considering ordering
  + Visits’ objectives …………………………………………………………………………………….
* **For the schools, please complete the information below** 
  + School’s name : ……………………………………..
  + Adress : ……………………………………..  
     ……………………………………..
  + Visits’ objectives: …………………………………………………………………………………….

**WISHED AGENDA**

* **Company presentation** Yes No
* **Factory visit** Yes No
* **Machines demonstration** Yes No
* **Products presentation** Yes No *Specify*: ………………
* **Machines testing** Yes No *Specify*: ………………
* **Other** → *Specify* ………………

**Note: Available machines for demonstration, presentation, testing…**

* Compact excavators EC18D/20D/27C/35D ECR25D/35D/50D /58D/88D EW60E
* Compact wheel loaders L25F L30G
* Soil compactor DD25
* Skid steer loaders MC70 MCT125
* Attachments Bucket / Thumb / Hydraulic breaker / Grapple

**Note: For their own security, visitors must be dressed appropriately:** - No open toed or high heeled shoes.  
 - Trousers are recommended.

**ORGANISATION OF YOUR STAY**

**Do you need help to organize your stay? Yes No**

* Transportation (taxi, bus …) Yes No
* Hotel Yes No
* Meals Yes No
* Activities / outing Yes No
* Other→ *Specify* ………………

***If you answered yes, we will contact you in order to get more information.***

**ADITIONNAL COMMENTS**

…………………………………………………………………………………….

***Finished?***

***Don’t forget to send this document by email to the following address:***

***BelleyFactory@volvo.com***