



REQUEST FOR PLANT TOUR

Date of Tour: _____

Person Requesting Tour: _____ Phone: _____ Purpose Of Visit: _____ _____ Tek & or Kote? _____ Manager Involved: _____ Conference Room: _____ Reserved? _____	Guest Arrival Time: _____ Agenda: _____ _____ _____ _____
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Visitors & Company Names: _____

Tour Guides: Technical? _____ Sales? _____

Contact On Arrival: _____

Equipment Needs:

TV/VCR	Power Point Projector
Video	Screen
Hard Hat & Safety Glasses	Welcome Brochures
Tour Jackets	Gifts _____
Other _____	

Refreshments? : _____ Time: _____

Notice: Food orders canceled less than 24 hours prior to scheduled tour time will be charged in full to the dept. requesting tour.

Placed Order? _____ Charge Code: _____

Date Request Received: _____ Approval: _____

**Please send or fax completed form to:
 Receptionist- 574-654-1043**