



To: All Representatives
From: Jay DeMan
Date: December 16, 2008
Subject: Training Schedule for 2009

The following is the 2009 Product and Sales Training Seminar schedule.

Month	Date	Type of Seminar	Attendees
February	23 – 24	Spence Basic Product & Sales training (1.5 days)	REPS & Authorized Distributors
	24 – 25	Nicholson Basic Product & Sales training (1day)	
	25	Strainers - Basic Product & Sales training (.5 day)	
April	13	Regulator Maintenance (1day)	Reps / Distributors / Customers
	14	Trap and Condensate Pump Maintenance (1day)	
June	9-11	Spence Summer School: Steam System Training An in-depth sales and application training seminar for all products on a system-wide perspective. Through practice, attendees will learn how to sell the Spence products.	REPS ONLY
August	10 – 11	Spence Advanced Application training (1.5 day)	Reps ONLY
	11 – 12	Trap, Condensate Pump, Advanced training(1 day)	
	12	SRV and Strainer Advanced training (.5 day)	
October	19 – 20	Spence Basic Product & Sales training (1.5 days)	REPS & Authorized Distributors
	20 – 21	Nicholson Basic Product & Sales training (1day)	
	21	Strainers - Basic Product & Sales training (.5 day)	

Because we have been receiving an overwhelming response to our seminars, we are forced to limit the class size to a maximum of 25 people. Please make your reservations early – First Come First Served.

Contact Kerry Applegate at 845-778-5566 x1222 or kapplegate@spenceengineering.com for sign-up and details.

Regards,

Jay DeMan
 Program Manager