**Corporate Tutoring and Cross-Cultural Training Request – Client form**

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| **Company Name:**  |  |
| **Contact Person:** |  |
| **Email:** |  |
| **Phone Number:** |  |
| **Service Required:** |  |
| **Language/Dialect (Country if known):** |  |
| **Purpose of lesson:** What is the end goal? Why do you require training in this language? |  |
| **No. of students:** |  |
| **Ages/Positions/Language Knowledge level of students:** |  |
| **No. of sessions requested:** |  |
| **Days of the week/times available:** |  |
| **Location:** (Address or city) |  |
| **Type of Industry/Business:** |  |
| **Do you have a classroom/conference room and learning materials available for the sessions?** |  |
| **Are there any specific topics that need to be covered?** |  |
| **Instructional Material:** Do you have your own or does the trainer need to provide it? |  |