

CONTRACTOR VISIT QUESTIONNAIRE

DATE OF REQUEST	NAME OF COMPANY	COMPANY ADDRESS
-----------------	-----------------	-----------------

POINT OF CONTACT (Name)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
-------------------------	--------------	------------	----------------

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR YOUR VISIT REQUEST

1. A COMPLETE LIST OF INDIVIDUALS IN THE VISITING PARTY, IN ORDER OF HIGHEST TO LOWEST POSITIONS:

NAME	TITLE	FORMER GRADE/RANK
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: IF THE VISITING PARTY CHANGES, PLEASE NOTIFY US AS SOON AS POSSIBLE PRIOR TO THE VISIT.

2. INDIVIDUAL(S) WITH WHOM VISIT IS REQUESTED:

NAME	LENGTH OF VISIT REQUESTED
_____	_____
_____	_____
_____	_____

3. PROPOSED DATES OF VISIT: (Please include several options.)	4. LIST OF EQUIPMENT AND TECHNICAL SUPPORT REQUIRED:
_____	_____
_____	_____
_____	_____

5. WHAT ARE THE ANTICIPATED RESULTS OF THE VISIT?

6. PROPOSED TOPIC(S) FOR DISCUSSION:

7. ATTACH THE FOLLOWING ITEMS TO THIS VISIT REQUEST:

- (A) BIOGRAPHIES OF ALL ATTENDEES
- (B) COPIES OF SLIDES OR BRIEFING MATERIALS TO BE PRESENTED
- (C) BACKGROUND INFORMATION ABOUT THE COMPANY (OR WEB SITE FOR COMPANY)
- (D) LIST OF MILITARY CONTRACTS YOU CURRENTLY HAVE

8. IS YOUR COMPANY OR ANY DIVISION OF YOUR COMPANY CURRENTLY INVOLVED IN ANY AETC SOURCE SELECTION (OR IN ANOTHER AIR FORCE AGENCY'S SOURCE SELECTION FOR A PRODUCT OR SERVICE THAT AETC WILL BE A CUSTOMER OF) ? IF SO, PROVIDE THE FOLLOWING INFORMATION:

- (A) NAME OF SOURCE SELECTION _____
- (B) NAME, OFFICE SYMBOL, AND TELEPHONE NUMBER OF COGNIZANT CONTRACTING OFFICER.

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).