



Staff Development for EDUCATORS

10 Sharon Road • PO Box 577 • Peterborough, NH 03458
1-800-924-9621 • Fax 1-800-337-9929 • www.SDE.com/CTS

Customized Training Services Customized Training Agreement

Please Sign, initial and return within 2 weeks from date of agreement

This agreement, dated 03/27/2006, is by and between Clay County School District, Lisa Goodwin, and SDE's Customized Training Services (SDE). The parties agree that Catherine Kuhns will conduct a presentation on the topic of Daily Digits: Calendar Math and More, Grades K-2, at the location of Green Cove Springs, on the date(s) of July 21, 2006 for a maximum of six instructional hours.

The Hiring Party agrees:

Initial

- _____ To pay a total of \$2,261.00 which includes the Speaker's honorarium and all related travel expenses. If the Hiring Party significantly modifies this training in any manner, both parties agree that the terms of this agreement will be renegotiated.
- _____ To sign and return a copy of this agreement with a PURCHASE ORDER. A 15% deposit of \$339.15, is due within 2 weeks from date of agreement.(payable with a purchase order, check, credit card, or money order). If you are unable to make a deposit at this time, provide a purchase order number.
- _____ Agrees to pay the balance of the fee no later than 30 days after the engagement or a finance charge may be applied. All payments must be made payable to SDE, Inc., (Federal ID 31-1330847).
- _____ To make duplicates for their attending staff from a master set of handouts from the presenter.
- _____ To provide these items indicated below: overhead projector, 8-foot screen, 3 tables up front for the Speaker, microphone(if room is large) or other _____

If the Hiring Party cancels this training, they must call SDE's Customized Training Services at (800) 924-9621. If the Hiring Party cancels the engagement, this may result in the loss of your deposit and you may incur travel related expenses. However, if the Hiring Party reschedules the training for a future date, SDE will apply any paid monies towards that contract.

In the unlikely event that the Speaker scheduled for this training must cancel, SDE will provide an alternate speaker that we consider having equal or greater presenting ability and authority on the necessary topic(s). If an appropriate alternate is not available and SDE must cancel the training due to the Speaker's cancellation, we agree to provide this training at no charge to the Hiring Party on a later date that is mutually agreeable to SDE and the Hiring Party.

If SDE must cancel the training due to an Act of God or other circumstance completely beyond our control, the Hiring Party will be notified immediately and their paid deposit will be fully refunded. At the Hiring Party's request, SDE will make every effort to reschedule the training for a future date(s) convenient for the Hiring Party.

Videotaping of your training is not allowed. If you have any questions, please contact me.

The Hiring Party agrees to the terms as stated (Please fill out and sign)

Date: 4-12-06

Name and Title: S

Signature:

Clay County School District

*Training to be paid w/VISA
after July 21.*

SDE's Customized Training Services agrees to the terms as stated

3/27/2006

Sally Christensen *Sally Christensen*
Senior Customized Training Specialist

*Sent to Nancy for
Signature*