

**AGREEMENT FOR SERVICES**

AGREEMENT made this 28th day of February 2012 by and between The School Board of Clay County, Florida, an educational institution, and BUREAU OF EDUCATION & RESEARCH, a Washington corporation located at 915 118<sup>th</sup> Avenue SE, Post Office Box 96068, Bellevue, Washington 98009 (hereinafter referred to as "BUREAU").

**SERVICES TO BE PERFORMED**

1. *Kathy Bryte*, consultant, will present *Practical Strategies and Interventions for Occupational Therapists Working in Preschool-Grade 12 Classrooms* for a maximum of 5 instructional hours on Friday, April 13, 2012 for 30 educators from the educational institution identified above for a fee of \$4,793.
2. A 15% non-refundable payment in the amount of \$719 is required upon the signing of the contract. The final payment is due within 30 days of the date of service.
3. You may increase the number of educators in attendance for training. For each person above the number in paragraph (1), the fee will be increased by \$20 per person and we will deliver the additional handbooks if the number is adjusted at least 20 days prior to the date of training. If you notify us with fewer than 20 days, the fee will still be increased by \$20 per person, but we will be unable to guarantee that the additional handbooks can be provided.
4. The agreed upon fee will increase if the consultant's travel expenses increase by more than \$100 from the time the contract is signed. You will be notified of any increases and will be able to withdraw from the agreement if the increased travel expenses are not acceptable. All other costs are fixed and will not change.
5. The BUREAU will provide the consultant's compensation, all travel expenses (including airfare, hotel, per diem for meals, and ground transportation), and resource handbooks for all participants.
6. If the educational institution chooses to schedule any follow-up training(s) with the above named consultant in the next 48 months, it agrees to contract such training through the BUREAU.
7. The educational institution will provide audio-visual equipment including a lapel microphone; 10' Screen; LCD Projector; CD player; power strip and extension cord; sound system; the meeting facility; an on-site coordinator; and lunch and refreshments (i.e. water) for the consultant.

**RESCHEDULING POLICY**

If the educational institution reschedules the course at any time after airfare is purchased, any change fees associated with the travel will be added to the contract fee.

**CANCELLATION POLICY**

If the educational institution cancels the course from the date of this contract to 30 days before the course date, an amount of 15% of the contract fee will be paid by the educational institution.

If the educational institution cancels the course from 29 days to 48 hours before the course date, an amount of 25% of the contract fee will be paid by the educational institution.

If the educational institution cancels the course with less than 48 hours prior to the expected start time of the course, the total contract fee will be paid by the educational institution.

AUTHORIZED REPRESENTATIVE  
OF EDUCATIONAL INSTITUTION

By: (name) \_\_\_\_\_

(title) \_\_\_\_\_

(institution) \_\_\_\_\_

Date: \_\_\_\_\_

BUREAU OF EDUCATION & RESEARCH,  
a Washington corporation

By: \_\_\_\_\_

Richard W. Herzberg, Ph D  
Executive Director

Date: \_\_\_\_\_