

Stephanie Harvey Consulting

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EIN #: 26-1585619

October 30, 2013 – **Revised**

Dr. Suzanne Herndon
School District of Clay County
23 S. Green Street, Room 106
Green Cove Springs, FL 32043

Dear Dr. Herndon:

I'm delighted we will be working with the School District of Clay County. Please accept this letter as a formal statement of my intent to send Angela Schroden for two days of literacy consultation at the junior high level in the area of writing, on January 27-28, 2014.

The remainder of this letter provides detailed information regarding professional fees, invoicing procedures, travel arrangements, and audio-visual needs. In return, Stephanie Harvey Consulting will need you to countersign this letter, confirming the pertinent details of our agreement. Please mail or e-mail a countersigned agreement to the above address as soon as possible in order to secure our engagement. Of course, if necessary, a more formal contract can be used in lieu of the letter of confirmation.

Angela's professional fee for this work will be \$2,600 per day plus expenses, which include round-trip airfare, accommodations, meals and mileage at the government rate (.565/mile), rental car, parking fees at the home airport. An administrative fee of 7.5% will be added to the net total of fees and expenses. The total, all-inclusive cost of this training will be \$7,000, including professional fees, expenses and administrative fees. Stephanie Harvey Consulting will invoice you for this amount the week after Angela has completed the work. Payment of the invoice shall be due in accordance with the Local Governmental Prompt Payment Act.

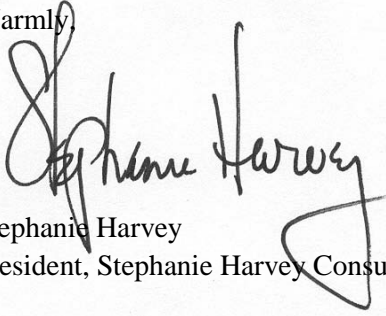
As a Colorado corporation, Stephanie Harvey Consulting will file income tax returns to appropriate state and Federal agencies. If your district or entity requires the withholding tax for out-of-state contractors without exception, we will require that the tax be added to the contract fee up front. If your district or entity requires that Stephanie Harvey Consulting pay sales taxes, that will be added to the contract fee up front. Our EIN is 26-1585619.

Angela's audio-visual needs primarily consist of an LCD projector with sound capability and a small table set up next to the projector for her materials. She will bring her own laptop computer. She would also appreciate having on hand some bottled water and post-it notes.

Finally, Angela would like to discuss workshop and classroom demonstration content in detail over the phone prior to her arrival. This discussion will help Angela to customize her work to your particular goals and needs. Also, if applicable, please be aware that the maximum number of classroom demonstrations we conduct in one day is two — one demonstration in the morning and one in the afternoon. These demonstrations should include a prebrief and a debrief of approximately one hour each to assure our ability to deliver a high-quality product to our clients.

Thanks very much for your help. I look forward with enthusiasm to our upcoming work together.

Warmly,

A handwritten signature in black ink that reads "Stephanie Harvey". The signature is written in a cursive style with a large, stylized initial 'S'.

Stephanie Harvey
President, Stephanie Harvey Consulting

Carol Studdard, Chairman, School Board of Clay County

Charlie Van Zant, Superintendent, School District of Clay County