

Jonathan W. Dawson, President

509 Chapel Ct.
Eagan, MN 55121



planb@helloworld.com

Cell: (612) 387-7776
Fax: (866) 769-8083

____/____, 200__

Name: _____ Title: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) ____-____ Fax: (____) ____-____
Email: _____

RE: Training Contract

Thank you for choosing Plan B Consulting Inc. to conduct workshops for your organization.

As per our conversation:

Contract

_____ days of training done by Plan B Consulting, Inc. for _____.
_____ visits, _____ days total. A partial payment of \$_____ is due before inception of the training to secure agreed upon dates. The remaining balance of \$_____ will be paid by your company in 10 installments of \$_____ per month. The total investment is \$_____ including expenses.

Dates of Training

____/____, ____/____ and then _____ days every _____

Dates to be determined by management and Plan B Consulting, Inc.

“Because you demand more.”

1. Expenses could include: airfare, rental car, parking, tolls, hotel, workbooks, shipping, and \$35.00 per diem meal expense.

- 20% down is to be sent along with this signed contract to secure the dates of the workshops. The balance will be collected in monthly installments due the 5th of every month. \$_____ down and \$_____ is to be paid over ten equal monthly installments. The deposit of \$_____ is due ____/____/____ and monthly installments starting ____/____/____. The balance of training paid through ____/____/____. The Last payment is due on ____/____/____.
- A check for expenses will be collected on the first day of the workshop.
- Workbooks are mandatory for each attendee and will be discounted from the normal rate of \$99.00 to a reduced rate of \$35.00. A Plan B Consulting representative will be calling you for the number of attendees at least two weeks in advance of workshop. The workbooks will be sent via UPS or Fed Ex.
- Your organization will be responsible for the hotel setup and any additional expenses incurred. This is an option if you do not have a suitable conference room. Meeting rooms need the following:
 - Classroom style setting
 - Name cards stating name and position of each participant
 - Projector screen
 - Flip chart and markers

2. This contract is subject to cancellation by you with a written notice of at least 30 days before the next scheduled training session. If less than thirty days is provided for cancellation, you will be obligated to pay the next two scheduled payments due to Plan B Consulting, Inc.

Plan B Consulting, Inc. requires a thirty-day notice to change any scheduled training dates. If thirty days notice is not given, you will be obligated to pay for the canceled dates. The rate will be calculated by taking the total contract amount divided by the number of scheduled days that were canceled.

4. The GUARANTEE -

I will provide a high energy and educational presentation of the information you need to increase productivity, profitability, efficiency, and effectiveness of your organization. If I fail to meet your standards, for up to 30 days after each session you can:

- Ask for a partial or full refund of the money invested* and continue the contract
- Ask for a partial or full refund of the money invested* and cancel the contract
- Ask for double your money back* and cancel the contract

“Because you demand more.”

**Refunds are limited to the most recent session.*

An invoice in the amount of \$_____ is attached. To secure the above dates please express mail this deposit of \$_____ as early as possible. In the event of cancellation, money will be reserved for a rescheduled date.

Please sign below, make a copy, and return along with the invoice and your payment. If you should have any questions, please don't hesitate to call.

Sincerely,

Jonathan W. Dawson, President
Plan B Consulting, Inc.

Printed Name

Authorized Signature

Date: ____/____/____

* Please make checks payable to:

Jonathan W. Dawson
Plan B Consulting, Inc.

509 Chapel Ct.
Eagan, MN 55121

866-769-8083 office / fax
612-387-7776 cell
Email: planb@helloworld.com

“Because you demand more.”