

Jonathan W. Dawson, President

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Eagan, MN 55121



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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:

The cost of training is \$\_\_\_\_\_ plus expenses. Expenses could include coach airfare, ground transportation, hotel, \$35 per diem meal expense, workbooks and shipping.

- 50% down is to be sent along with signed contract to secure the dates of the workshop. The balance will be collected after the first day of the workshop. (\$\_\_\_\_\_ down and \$\_\_\_\_\_ to be paid after the first day of the workshop.)
- A check for the expenses will be collected after the first day of the workshop.
- Workbooks are mandatory for each attendee. Regularly \$99.00 each will be discounted to \$35.00 each. A Plan B Consulting representative will be calling you for the number of attendees at least two weeks in advance of the 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.

*“Because you demand more.”*

**www.trainthewinners.com**

Meeting rooms need the following:

- a. Classroom style setting
- b. Name cards stating name and position of each participant
- c. Projection screen for a Power Point projector (we supply projector)
- d. Flip chart and markers

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

Please sign below, keep a copy for your records and return a copy along with 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 check payable to:

Jonathan W. Dawson  
Plan B Consulting, Inc.  
509 Chapel Ct  
Eagan, MN 55121

866-769-8083 / 612-387-7776 cell / 866-769-8083 fax

Email: [planb@helloworld.com](mailto:planb@helloworld.com)

Website: [www.trainthewinners.com](http://www.trainthewinners.com)

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