

TRAINING AGREEMENT FOR CONTRACT WORK WITH INSTITUTES

Between _____

And Helen Attridge

This agreement is an opportunity to share my policies, assumptions and expectations with you. I do this in the interest of clarity and in the hope that it will help us create an outstanding training partnership. Please review the following and add any points that you have. Thank you!

Advertising/marketing agreements

- The institute will develop and distribute marketing materials
- Advertising copy will be sent (paper, fax or e-mail to Helen to review) before publication
- Helen may list contact information for the Institute on her website

Financial Agreements

- The institute agrees to pay \$3000 (USD) per training day
- The institute will cover travel expenses
 - Airfare: full refund (refundable) economy round trip from Sacramento, CA (SAC)
- The institute will arrange for and cover the cost of the hotel
- The institute will cover lunch and dinner on each training day

Travel Agreements

Institute to choose if:

- A) Helen's office will make travel arrangements and invoice the Institute
- B) The Institute will make travel arrangements and notify Helen's office

Time Agreements

- The Institute will confirm or cancel the program, at least one month prior to the program start date
- Helen will arrive
 - Minimum 24 hours before training begins in Europe or South America
 - Minimum 36 hours before training begins in Asia/Pacific Rim
- Number of consecutive training days minimum are:
 - 2 days in North America
 - 3 days in Europe or South America
 - 4 days in Asia or the Pacific Rim

Training Manuals

- The course manual will be sent when training dates are confirmed. The manual can be provided electronically in Microsoft word or as a hard copy Xerox master.
- The institute will copy and bind the course manuals for participants
- Helen retains the exclusive copyright for all materials in the manual
- Material in the manual will only be used for courses that Helen teaches. The institute will not use any material included in the course manual for other trainings (offered to the public or to businesses) without written permission.

Video and Audio Taping

- Course may be taped and made available to course participants. Other use of any audio or video segments or transcriptions (ie offered for sale, used in other trainings, internet publication) must be arranged by separate agreement.

Please review and return by fax to (530) 687 6494. If you have any questions please call Helen at 530 477 0314

Institute Owner _____

Helen Attridge _____

Date _____