



This agreement regarding the CRS approved one-unit class "Marketing with Microsoft Office" is between Pat Zaby, Inc. hereafter called Provider and «Company» hereafter called Sponsor.

The Provider will:

- Be responsible duplicating the outlines and delivering them to the course.
- Provide sponsor with ready-to-use promotional materials including flyers, postcards, and scripts for telemarketing.
- Submit course roster to Council of Residential Specialists for student's credit toward designation.
- Collect and grade the tests and submit a report to the Provider within four days of completion of the class.
- Pay required fees to Council of Residential Specialists.

The Sponsor will:

- Make \$2,000 deposit to book the course. Deposit is non-refundable but may be applied to another course within the next 12 months if course is cancelled prior to 30 days of the course.
- Provide the following equipment is also necessary: LCD projector, lavalier microphone, preferably cordless; minimum of 8' X 8' screen; and if possible, the room should be set up classroom style.
- Promote the course to its membership by direct mail, association publication, committee volunteers, meetings, and any other effective method.
- Submit this class for continuing education credit to their state and administer any requirements.
- All money due the Provider will be paid within seven days after the course along with a student roster in file format including email addresses and test scores.
- Recommended tuition is \$129 - \$159 per student

Option One

The Sponsor purchases the course outright for a fee of \$3,500. Sponsor will pay CRS licensing fee of \$500 for elective credit if required. Sponsor sets the tuition, receives all of the revenue, incurs all expenses, duplicates the manuals and keeps all of the profit.

Option Two

The Sponsor will provide the room, refreshments, screen, and cordless lavalier microphone. Sponsor promotion will include but not be limited to regular mail, email, newsletter if available, and committee members. Sponsor will make every effort to exceed 35 students. Profit is Gross Revenue less \$3,500 and shared between Sponsor and Provider equally. If profit is not achieved, all revenue will be paid to Provider. Sponsor and Provider will mutually agree on tuition to be charged.

It is agreed that the speaker will take a few minutes to offer products to the students that support the program being given. The sponsor will have a table available for the speaker to display the items.

If a change in dates requires a change in airfare, sponsor will pay the additional fare and/or penalty.

Date of Event: *date* **Time:** 8:30 AM – 4:30PM **Location:** *To be determined*

Pat Zaby

10/25/2011

Pat Zaby
EIN: 75-2932742
5023 Sea Pines Drive
Dallas, TX 75287
972-407-1337 or Fax 972-407-0780
Pat@PatZaby.com

Signature	Date
«Full_Name»	
«Company»	
«Mailing_Address»	
«Business_Phone»	
«Business_Fax»	
«Email»	



Please complete the following information to promote the class:

On-site administrator _____

Phone number for registration _____

Will you post this class on your website..... Yes No

What registration are you charging? \$129 Other \$ _____

Do you have a website that allows registration? Yes No

Do you have a LCD projector available? Yes No

What is the address of your website? _____

What is your target attendance? _____

Emergency, Non-business hours phone _____

Course Facility _____

Course Facility Address _____

Additional Information:

