



Bureau of Education & Research

915 118th Avenue SE • PO Box 96068 • Bellevue, WA 98009-9668
Phone (425) 453-2121 • FAX (425) 451-4108 • www.ber.org

January 11, 2013

Kim Lewis
Harlem Consolidated School District 122
8605 North Second Street
Machesney Park, IL 61115

Dear Kim,

Included with this letter is the contract created for the On-Site Training date I have recently arranged for you. Please look over the information and contact me if you have any additional questions. If not, please sign the contract and fax or email the signed copy to my attention at BER. **The 15% deposit can be in the form of a check or a purchase order and does not need to be returned with the contract.** The deposit needs to be mailed to my attention at BER before the training date. If the deposit is in the form of a check, it can be made payable to Bureau of Education & Research.

Please sign and fax/email the contract to my attention by Tuesday, January 15, 2013. The BER fax number is 1-425-451-4108.

Please contact me at 1-800-736-2136 ext. 271 at any time if you have any questions.

Thank you,

Ruthann Tacher
BER On-Site Training Assistant Manager

AGREEMENT FOR SERVICES

AGREEMENT made this 11th day of January, 2013 by and between **Harlem Consolidated School District 122**, an educational institution, and **BUREAU OF EDUCATION & RESEARCH**, a Washington corporation located at 915 118th Avenue SE, Post Office Box 96068, Bellevue, Washington 98009 (hereinafter referred to as "BUREAU").

SERVICES TO BE PERFORMED

1. *Ernie Chapin*, consultant, will present *Effectively Dealing with Disruptive Students: Practical, Classroom-Proven Techniques* for a maximum of 5 instructional hours on Friday, February 15, 2013 for 50 educators from the educational institution identified above for a fee of \$5,200.
2. A 15% non-refundable payment in the amount of \$780 is required upon the signing of the contract. The final payment is due within 30 days of the date of service.
3. You may increase the number of educators in attendance for training. For each person above the number in paragraph (1), the fee will be increased by \$20 per person and we will deliver the additional handbooks if the number is adjusted at least 20 days prior to the date of training. If you notify us with fewer than 20 days, the fee will still be increased by \$20 per person, but we will be unable to guarantee that the additional handbooks can be provided.
4. The agreed upon fee will increase if the consultant's travel expenses increase by more than \$100 from the time the contract is signed. You will be notified of any increases and will be able to withdraw from the agreement if the increased travel expenses are not acceptable. All other costs are fixed and will not change.
5. The BUREAU will provide the consultant's compensation, all travel expenses (including airfare, hotel, per diem for meals, and ground transportation), and resource handbooks for all participants.
6. If the educational institution chooses to schedule any follow-up training(s) with the above named consultant in the next 48 months, it agrees to contract such training through the BUREAU.
7. The educational institution will provide audio-visual equipment including a lapel microphone; 10' Screen; LCD Projector; CD player; power strip and extension cord; sound system; the meeting facility; an on-site coordinator; and lunch and refreshments (i.e. water) for the consultant.

RESCHEDULING POLICY

If the educational institution reschedules the course at any time after airfare is purchased, any change fees associated with the travel will be added to the contract fee.

CANCELLATION POLICY

If the educational institution cancels the course from the date of this contract to 30 days before the course date, an amount of 15% of the contract fee will be paid by the educational institution.

If the educational institution cancels the course from 29 days to 48 hours before the course date, an amount of 25% of the contract fee will be paid by the educational institution.

If the educational institution cancels the course with less than 48 hours prior to the expected start time of the course, the total contract fee will be paid by the educational institution.

AUTHORIZED REPRESENTATIVE
OF EDUCATIONAL INSTITUTION

By: (name) _____

(title) _____

(institution) _____

Date: _____

BUREAU OF EDUCATION & RESEARCH,
a Washington corporation

By: _____

Richard W. Herzberg, Ph D
Executive Director

Date: _____



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January 11, 2013
Contract #: OST2106

Bill To:

Kim Lewis
Harlem Consolidated School District 122
8605 North Second Street
Machesney Park, IL 61115

<u>On-Site Seminar Description</u>	<u>Number of Participants</u>	<u>Contract Amount</u>
Effectively Dealing with Disruptive Students: Practical, Classroom-Proven Techniques by Ernie Chapin- Friday, February 15, 2013	50	\$5,200

**Non-Refundable deposit
(15% of the total contract)**

\$780

Please return your deposit check with your signed contract to:

On-Site Training Department
Bureau of Education & Research, Inc
PO Box 96068
Bellevue, WA 98009-9668

Copy For Your Records