

Jan C. Jacob, Ed.D.
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LETTER OF AGREEMENT

This agreement, effective (date) April 4, 2013, by and between Jan C. Jacob, Ed.D., hereinafter referred to as "Consultant" and Ector County Independent School District (name of Contractor), is for the purpose of stating conditions under which the Consultant will provide the described services for the Contractor.

The following conditions apply for the delivery of proposed services:

1. The Consultant will provide training on the following date(s): July 23-24, 2013 and September 4-5, 2013.
2. For this service, the Consultant will be paid **\$1,650.00** per day plus expenses which include mileage for one round trip or airfare for one round trip, lodging, and meals. Approximate costs per trip will include the following:
Airfare \$315.10
Hotel \$630.54
Car rental \$243.48
Mileage from Victoria to Houston Hobby Airport round trip \$145
Gasoline \$15.00
Meals \$30 per day
3. Printing or handout materials will be provided by the Contractor. The Consultant will provide a master of the handouts one week prior to the delivery of services.



Jan C. Jacob

Social Security Number

Authorized Signature of Institution/Organization

Please retain one copy for the Contractor's records and return the other copy to the Consultant within 30 days of the delivery of services. Payment is expected within 30 days of the delivery of services.