

Organizational Training Payment Agreement with Fred Behnken, PSC.

(Effective January 1, 2010)

This agreement is designed to facilitate a good training service for your organization.

Payment arrangements can be made in relationship to your organizations needs.

One time training events are always paid for in advance. Expenses are estimated and billed prior to the event. Payment must be made three weeks prior to the program start date or the program may be cancelled.

When billing for individual training takes place, no show or course failure, employees will be billed as if they attended or completed the program. Retraining rates depend on the course work needed to complete a particular program. Please ask for complete course details to ensure your employees arrive at the right time and place.

Cancelations can be made with seven day notice. Training tuition is refundable otherwise at the discretion of Fred Behnken.

30 day billing terms are offered for projected monthly training over \$1500 and initial payment of the first two training events three weeks in advance, or a retainer may be substituted for reoccurring training. The retainer may be twice that of the projected regular event costs. A credit check with references is required. Should an organization make two late payments in a row, it will be placed back on a cash in advance payment policy. An additional, fee will be placed on bills unpaid after 30 days of 15% per month.

Documentation and/or certificates will be sent to the entity who pays for the training NLT thirty days after the event. Expect a two week turn around for documentation under routine circumstances. Additional documentation can be requested from the individual or organization.

Below is an initial block for the person of the company who has management financial decision authority for the organization.

In consideration of the agreement above, I agree for my organization as the guarantor (responsible person) that all terms of the above will be met.

Name

Initials

Date

In agreement with Fred Behnken.

Please return this document with your first payment, Thank you.