



Sample In-Service Proposal

To (Facility Contact),

The following is an In-Service agreement from Northeast Seminars to bring the following clinician and course to your facility:

Clinician:

Course Name:

Course Date:

Physical Course Location:

Times:

This contract must be received in our office, with a 50% deposit amount, prior to (Date) in order to confirm. Final balance due 60 days prior to course.

Facility's Responsibilities:

- 1) Meeting Space
- 2) Audio/Visual Equipment (as requested by clinician)
- 3) Breaks (Coffee and Muffins in the AM, Refresh Coffee Mid-AM and a Soda Break in Afternoon)
- 4) **Provide transportation for all NES staff members between airport-hotel-facility for the duration of the course. (A flight itinerary will be provided prior to the seminar)**
- 5) Provide NES with the following information along with signed contract.
 - a) List of alternate lunch locations
 - b) List of sleeping accommodations for participants and staff at a local hotel
 - c) Exact shipping address for course materials to arrive at facility prior to course
 - d) Maps and directions to course location to be sent to participants to avoid phone calls prior to course
- 6) Provide Northeast Seminars with the names, address and credentials of the course participants 30 days prior to the course for processing of registrations and certificates.
- 7) Facilitator (Name and contact information needs to be provided along with list of staff (30 days prior to seminar), (detailed instructions to be faxed once name and contact information has been provided)



8) Pricing: (below pricing is an estimation, can change depending on specific clinician)

Minimum # of Participants	2-Day Course (\$300.00 Ea.)	3-Day Course (\$365.00)
30	\$9,000.00	\$10,950.00
50	\$15,000.00	\$18,250.00
70	\$21,000.00	\$25,550.00

Northeast Seminars' Responsibilities:

- 1) Clinician and staff course related expenses (Flights, Food and Hotel Accommodations)
- 2) Clinician's honorarium
- 3) Northeast Seminars will handle all registrations, confirmations, course and manuals.
- 4) Northeast Seminars will book sleeping room accommodations for clinician and staff members
- 5) Northeast Seminars *is not responsible* for CEU approval but if provided with the application and fee, Northeast Seminars will complete and send in for approval.

Northeast Seminars has the option to cancel due to unforeseen circumstances, after consulting with the in-service facility. Should (Facility) cancel for any reason all deposits will be forfeited. Also note if anyone from your facility has a credit on file that it cannot be applied to an in-service.

If you are in agreement with this contract please remit a signed copy with the required deposit.

Yours for a better and more enjoyable education,

Robert Rossetti, CEO

Date

 (Facility Contact) for
 (Facility Name)
 (Facility address)
 (Facility City, State, Zip)
 (Facility Phone Number)
 (Facility Fax Number)

Date