HARBOR HOUSE LAW PRESS, INC.

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Filename: 01 contract.standard.1day.petewright.doc

Note: Type of Contract - This is our standard contract generic for all except governmental agencies, school districts and the military. For those, we always use a flat rate contract. We can also use the flat rate contract for any other groups. Other contracts are also available for viewing in this subdirectory. Using the find and replace feature, each of the xxx items below are changed to match the date you selected, city, state, etc.

datehere

name
adr

Re: Wrightslaw Program
Location: xxxcitystate
Date: xxxdate / **xxx4mo / xxx3weeks**
Cost: $4,000 (6 hour program)

Dear xxx:

Per our emails and telephone discussions, on **Thursday**, **xxxdate**, I will provide a one-day program of up to six hours about special education law and advocacy for parents, advocates, educators and attorneys. The agenda will follow the format of the standard "6 hour agenda" that is on our website with modifications to include any new developments with IDEA 2004, the regulations, No Child Left Behind and Supreme Court cases.

The fee is $4,000.00, plus costs. "Costs" includes all travel, lodging and meals. A non-refundable deposit of 25% of the fee, i.e., $1,000.00, is due with your return of this letter. By **xxx4mo**, four months before the program, an additional $1,000.00 is due. The remaining 50% balance of $2,000 is due at the end of the program on **xxxdate**. The two advance payments are non-refundable, but if the program is cancelled for reasons beyond your control such as a national emergency, adverse weather event, the payments will be applied to a re-scheduled program.

If I drive, you will reimburse me at the standard IRS mileage rate. If I fly, I will be reimbursed for the cost of the round trip airline ticket. Meal reimbursement is based on the IRS meal per diem rates in effect on the date of your conference.

Unless your conference is held at a hotel, I will make my own hotel reservation usually at a Marriott near the conference or airport. I will arrive two days early[1] to protect against flight cancellations and use the next day to view the speaking site and test the audio-visual equipment.

[1] Three days for West Coast conferences.

I will depart the morning after the conference. Your lodging cost will be for three nights and also include hotel charges, if any, for internet access and use of hotel printer.

The three books, ***Wrightslaw: Special Education Law, 2nd Edition, Wrightslaw: From Emotions to Advocacy, 2nd Edition*** and ***Wrightslaw: All About IEPs*** will be used as the primary teaching tools. Registrants shall receive a copy of each book as a part of their registration packet. Please be sure that the conference flyers and marketing information clearly indicate that all three books will be used as the textbooks and are included as a part of the registration fee.

As you are aware, Harbor House sells our books to organizations at a 50% discount for bulk purchases. When you place your order, you will want to contact Debra Pratt at Harbor House at (804) 758-8400 and at debrapratt@harborhouselaw.com.

A part of your additional costs will be an advance minimum purchase of at least 150 law books, 150 From Emotions to Advocacy books, and 150 of our IEP books by **xxx3weeks**. We will pay shipping for a bulk order received by that date. Any unopened shrink wrapped books and boxes of books, beyond the minimum 450 books not sold at the conference and not retained by you for resale, may be returned to Harbor House Law for a refund so long as the books are received by us within 30 days after the conference has ended. If you order books after **xxx3weeks** with the option to return them, you will be responsible for the shipping costs. It is imperative that you have an excess number of each book on hand a week before the conference. We have had instances where the conference organizers had additional walk-ins the morning of the conference and ran out books. This promotes ill will toward you and us and is not healthy.

PowerPoint is used during the training sessions. You need to provide a "computer projector" also known as a "PowerPoint Projector." You may want to have a "back-up" available in case of malfunction or a burnt out bulb. I will use my own laptop computer. Please bring another laptop that has PowerPoint software in the event my computer malfunctions. (I will back up the PowerPoint file on a memory stick.) I will also need a wireless hands free microphone as I walk a lot as I talk, all the while holding the books and referring the audience to specific page numbers. For the question and answer session during the last half hour, you will also want a wireless, hand held, microphone.

Dependent upon audience size, questions from the audience are usually not permitted during the sessions. Instead, the registrants should write out their questions onto 3x5 cards and place them in the back of the room in a box. During the day, the questions will be periodically retrieved and answered as the topic related to the question is discussed. At the end of the day, remaining written questions will be answered. Because of the use of 3x5 cards, each packet should include two 3x5 cards.

We can assist you by promoting your program on the Wrightslaw website and through announcements in **The Special Ed Advocate** newsletter. Announcements in the newsletter are often picked up by other advocacy groups and republished on other web sites and newsletters. Promoting the event will be your responsibility. You may want to consider radio and newspaper interviews by telephone before the conference. Radio interviews and newspaper publicity draw many people at the last minute.

Once the conference is confirmed, and location and registration fees determined, a brochure / flyer should be prepared as soon as possible. Please be sure that we preview it before it is released. You will want to have your refund policy on the website and flyer.

To encourage fast early registrations, you may want to offer a reduced price for advance registrations by a specific date and online registration and payment. It will be important to make the registration process very easy, by telephone, fax, mail, and preferably online through the Internet. Upon receipt of the initial deposit, if you are interested, we will look into Continuing Education Credits so that attorneys and educators will be encouraged to attend. We will help you with additional ideas and marketing.

Via email, please provide us with a list of registrants and their email addresses a week before the program and updated the day before the program. Five days before the program, I may send an email to the registrants that I am looking forward to seeing them and that, if anything extraordinary should happen, (hurricane, national emergency, etc.,) that forces a postponement, information will be posted on our website and that we will also send an email. Receipt of the advance email often triggers registrants to spread the word, generate excitement, and increase your registrations.

We will hold the date for ten days. Upon email receipt of this letter, please immediately sign and fax ((800) 863-5348) or scan and email the last page of this letter back to me. Be sure to mail a signed copy of this complete letter with your deposit check so that we receive it within ten days. All checks for speaker fees, costs, airline reimbursement, books, etc., should be payable to **Harbor House Law Press, Inc.** (Federal Tax ID Number is 54-2000165.) If you advance the deposit on behalf of an organization out of your own funds, we will reimburse you once payment is received from the organization. In lieu of checks, you can to charge the above fees, costs and books to a bank card.

Looking forward to working with you.

Sincerely,

PWD Wright

Peter W. D. Wright

I understand and agree to the terms and conditions of this letter regarding the **xxxdate** conference in the greater **xxxcitystate** area.

_____ _____

Name/Title Date

This portion is optional, cross out if not applicable - Please charge the initial **25% deposit of $1,000** to my Visa / MC / Amex / Discover (circle one) Bank Card.

Account # _____, Expiration _____.