

*Supervisory Skills Series – SESSION #51*  
**LETTER OF AGREEMENT**

This letter of agreement sets forth our mutual understanding and agreement regarding the SSS #51 seminars that **Fond du Lac Area Association of Commerce (FDLAC)** and **D. L. Podeszwa & Associates** have agreed to provide to your organization.

This letter provides written confirmation to **FDLAC** and **D. L. Podeszwa & Associates** for the number of participants you plan to send and the number of guidebooks, assessments, materials and equipment required.

1. **FDLAC** and **D. L. Podeszwa & Associates** shall provide \_\_\_\_\_ seats in our FDL #51 Supervisory Skills Series beginning on February 21, 2012 at Agnesian HealthCare, 430 E. Division St., FDL, in Journeys; A Health Resource Center, located in the front lobby of St Agnes Hospital, Fond du Lac, WI. The series will consist of 13 class sessions, which will be held once each month for 13 months. Supportive guidebooks and materials will be provided for each participant. In return for the foregoing, you have agreed to pay **FDLAC** a fee of \$270 per session. This fee will be billed *monthly*. (A one-time fee of \$250.00 will also be charged for a Social Style Profile assessment, Conflict Mode Instrument, 180-degree feedback assessment, and Personal Inventory of Needs.) All payments (\$3,760 total) shall be paid in U.S. Dollars and shall be due and payable upon receipt of the invoice. Balances carried beyond 30 days from the date of invoice will be assessed a monthly interest rate of 1½ %.
2. A participant may attend any sessions missed when it is offered as part of another series (participants will be billed for missed sessions).
3. If you choose to cancel a registrant:
  - a. 3 weeks prior to the start of a Series, there will be no cancellation charge.
  - b. Less than 3 weeks of the Series start date, there will be a \$100 cancellation charge.
  - c. If a cancellation occurs within the 13 months of class **without** notification to **FDLAC**, full monthly tuition charges will be billed until **FDLAC** receives notification.

You understand and acknowledge that all copyrights, patents, trademarks and service marks relating to the *Supervisory Skills Series* and any material provided to you or the registrants are the sole and exclusive property of the author. You shall have no right to copy,

sell or otherwise distribute such materials without prior written consent.

This agreement may be amended only in writing and shall be governed in all respects by the laws of the State of Wisconsin.

Please indicate your acceptance of the above terms by signing below and **returning via mail or fax to:**

**Fax: 920.921.9559**

**Fond du Lac Area Association of Commerce  
207 N. Main Street  
Fond du Lac, WI 54935**

We thank you for your business and believe that the Supervisory Skills Series will assist the registrant(s) from your organization to significantly improve their leadership and management skills.

\_\_\_\_\_  
Authorized Signature: Participant's Supervisor

\_\_\_\_\_  
Authorized Signature: Participant:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Print Company/Organization

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Print City/State/Zip

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email address-used for on-line assessments during the series - *addresses are held in strict confidence*

\_\_\_\_\_  
Date