

4860 Burnt Mountain Road
Ellijay, GA 30536

Old Fashioned Products, Inc.
MUGGINS! Math

Phone: 1-800-962-8849
FAX: (706) 635-7611

CONTRACT COVER LETTER

Please fill-in all information on the attached contract being sure to include the date, time, and location of the event. The contract WILL NOT be accepted without an authorized signature. Please check that all appropriate places have been initialed, signed, and dated before returning the original to us at the address or fax number provided on the contract.

In addition, you must return the completed School, Sampler, or Starter Package Order Form. Both the contract and the Order Form must be returned to Muggins Math at least 30 days prior to the workshop date to allow adequate time for processing and shipping of the materials. Once we have received and reviewed the signed, completed contract and Order Form, we will return a copy to you along with the School, Sampler, or Starter Package Order Form.

You may include with this contract a purchase order or requisition from your School/District/Organization. However, we cannot honor any workshop dates without the signed, completed contract provided by MUGGINS! Math.

If you have any questions, please do not hesitate to contact one of our staff at 1-800-962-8849.

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CONTRACT FOR CONSULTANT SERVICES

For Office Use
Rec'd On: _____
Ret'd On: _____

Today's Date _____

School/District/Organization Information

Name of Sponsoring School/District/Organization: _____

Address: _____

Phone Number: _____ Fax Number: _____

Website: _____

Contact Person Information

Name of Contact Person: _____

Title/Position: _____

Address: _____

Phone Number: (work) _____ (cell) _____ Fax Number: _____

Email Address: _____

What is the best way to contact you? (*check one*) Mail ___ Work Phone ___ Cell Phone ___
Fax ___ Email ___

Authorized to Sign Contract? YES ___ NO ___

If NO, then Name of Authorized Person: _____

Event Location Information

Name of Location: _____

Address: _____

Directions and/or map enclosed with signed contract? YES ___ NO ___

Date, Time, and Title of Event

Date(s) of Event: _____

Time(s) of Event: _____

Title of Event: _____

Billing Information

Will the School/District/Organization be issuing a purchase order? YES _____ NO _____

Will the School/District/Organization be issuing its own contract? YES _____ NO _____

Invoice Billed to: _____ Attention: _____

Address: _____

Shipping Information

Materials Shipped to: _____ Attention: _____

Address: _____

Compensation

Please see the School, Sampler, or Starter Package Plan for a detailed description and calculation of the following fees:

Base Fee (includes games, manipulatives, & materials): _____

Shipping (9% of Base Fee): _____

Consultant Fee (for up to 2 consultants for half- or full-day): _____

Travel Expenses (includes airfare, car rental, gas, meals, & lodging for up to 2 consultants): _____

***TOTAL PAYMENT:** _____

****Full payment is due on the final day of the workshop.***

Please make check payable to: Old Fashioned Products, Inc./MUGGINS! Math
TIN/FEI #: 58-2164933 4860 Burnt Mountain Road
Ellijay, GA 30536

Equipment

Sponsoring School/District/Organization shall provide the following equipment for each session:

_____ 1 overhead projector

_____ 1 screen (appropriate for the size of the room)

_____ tables & chairs (enough to seat all attendees & have room for materials for each person)

_____ PA system (if room is larger than a standard classroom)

_____ extension cord & power strip

_____ MUGGINS! Math materials shipped for the participants shall be available in the presentation room at least one hour prior to the workshop _____ **(Initial)**

Cancellation

This contract may be canceled by either party for any reason no less than 30 days prior to the confirmed event or workshop date. Notification of cancellation must be made in writing.

_____ (Initial)

If the sponsoring School/District/Organization cancels the event less than 30 days prior to the confirmed workshop date, then the sponsoring School/District/Organization shall be required to pay any airfare cancellation costs incurred by MUGGINS! Math. _____ (Initial)

Once MUGGINS! Math materials as purchased in the contract have been shipped to the designated location, the School/District/Organization shall be obligated to pay for all of the materials. No returns or credits are allowed for a surplus of materials due to attendee cancellations. _____ (Initial)

Terms

An official purchase order, completed and signed contract, and completed School, Sampler, or Starter Package Order Form must be received by MUGGINS! Math at least 30 days prior to the workshop date.

The event date will be confirmed upon receipt of a signed contract and purchase order.

Workshop materials will be shipped via UPS and shall arrive a few days prior to the event. It is the responsibility of the sponsoring School/District/Organization to notify MUGGINS! Math of any holidays or closings that would prevent the shipment from being delivered or accepted.

Correspondence

All communications and arrangements pertaining to this contract must be directed to:
MUGGINS! Math, 4860 Burnt Mountain Road, Ellijay, GA 30536.

This contract constitutes the entire agreement between the parties hereto.

Authorized Signature for School/District/Organization

Date

Printed Name of Authorized Signature

Authorized Signature for MUGGINS! Math

Date

Printed Name of Authorized Signature