

OLD FASHIONED PRODUCTS, INC.
MUGGINS MATH
4860 Burnt Mountain Road
Ellijay, GA 30536
Toll-free: (800)962-8849 Fax: (706)635-7611
Email: muggins@mugginsmath.com
Website: www.mugginsmath.com

CONTRACT FOR CONSULTANT SERVICES

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? Mail ___ Work Phone ___ Cell ___ Fax ___
Email ___

Authorized to Sign Contract? YES ___ NO ___

If NO, then Name of Authorized Person: _____

Workshop Location Information

Name of Location: _____

Address: _____

Date, Time, and Grade Level Range Taught by Participants

Date(s) of Event: _____

Time(s) of Event: _____

Grade Level Range Taught by Participants: _____

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: _____

Focus of Workshop

The Muggins Math consultants will demonstrate how to use grade-appropriate Muggins Math games/manipulatives to teach math concepts and skills as well as problem-solving for various learning styles within the classroom. For an emphasis on specific areas of need (number sense, basic operations, integers, fractions, etc.), please notify Muggins Math at least 30 days prior to the workshop so the presentation can be customized to best meet this requirement.

Compensation

Consultant Fee (for full-day): \$1500.00

*Travel Expenses based upon distance from N. GA (includes airfare, car rental, gas, meals, & lodging for consultant): _____

*Consultants will be responsible for making all of their own travel arrangements mentioned above.

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

Please make check payable to:

Old Fashioned Products, Inc./MUGGINS! Math
4860 Burnt Mountain Road
Ellijay, GA 30536

A copy of the company’s W-9 form will be provided as well as any other documents needed by the sponsoring school, district, or organization for its accounting purposes. Please notify Muggins Math of any of these requirements when contract and/or purchase order is provided to OFP, Inc/Muggins Math.

Muggins Math Games/Manipulatives for Purchase:

- There is no requirement to purchase any Muggins Math games/manipulatives before or after the workshop.
- If the school/district/agency would like to order Muggins Math games/manipulatives prior to the workshop, they may order using one of our Starter Package Plans or Sampler Package Plan described on our website or may order any Muggins Math games/manipulatives of their choice from our retail catalog or website. There is no minimum order required for the workshop. Orders must be placed at least 30 days prior to the workshop date so the materials can be shipped to arrive for the workshop.
- Muggins Math games/manipulatives may also be purchased after the workshop using any of the above plans or from our retail catalog or website.
- Schools/districts who have Muggins Math games/manipulatives from a prior purchase or workshop should bring these materials to the workshop so they can use them within the workshop for additional training in their use. Notification of the specific game/manipulative and quantity should be given to Muggins Math 30 days prior to the workshop so Muggins Math will be able to accurately plan additional materials that will be needed. **A Muggins Math Workshop “School Provided” Materials Form will be emailed for this purpose.**
- Muggins Math will ship to the workshop location prior to the workshop all of the games/manipulatives needed to implement the workshop for hands-on participation by all of the attendees. These materials will be available for purchase by the attendees and/or school, district, agency after the workshop by purchase order, check, credit card, or cash. Any remaining materials will be shipped back to Muggins Math at the expense of Muggins Math. There will be no pressure placed on attendees to purchase any of the materials.
- The number of teachers attending by specific grade level and or specialty (Title I, Resource, Gifted, Spec. Educ.) should be given to Muggins Math 30 days prior to the workshop so Muggins Math can accurately determine the quantity and type of materials needed for the workshop. **A Muggins Math Workshop Data Form will be emailed for this purpose.**

Number of Participants, Length of Sessions, Grade Levels

There is no minimum number of participants. The maximum should be no greater than 75 per session for up to two consultants. The workshop can be divided into two 3 ½ hr. sessions with different grade level spans within each session or one full-day session of up to 7 hrs. with one grade level span. For example, K – 5 teachers might be covered in two sessions—K – 2 and 3 – 5—or one full day session as one large group. Muggins Math has games/manipulatives that cover K – 12 so workshops can be conducted for any of these grade levels. However, it is best to split elementary level from middle and high school level.

Equipment

Muggins Math will provide their own projector/document camera for use in the workshop.

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

- _____ 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

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.

If the sponsoring School/District/Organization cancels the workshop 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.

Terms

A completed and signed contract must be received by Muggins Math at least 30 days prior to the workshop date.

Payment for the workshop is due at the end of the workshop day.

The workshop date will be confirmed upon receipt of a signed contract.

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 should be directed to:

OFP, Inc./Muggins Math
4860 Burnt Mountain Road
Ellijay, GA 30536
Ph.: (800) 962-8849 Fax: (706) 635-7611
Email: muggins@mugginsmath.com

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