

To:	From: Mark Walker
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Please complete all information, sign and return by Fax or Email

UTAH CUSTOM FIT TRAINING PROGRAM TRAINING AGREEMENT

«TodayDate»

This document is the result of a joint agreement between «CompanyName» and Tooele Applied Technical College (Custom Fit). Custom Fit will provide a short-term, non-credit course. «CompanyName» will provide Custom Fit with the name and the last four digits of the social security number for each employee who receives training.

«CompanyName» and Custom Fit agree on the following as part of the Training Agreement:

COURSES SCHEDULED:

Supervisor Training 8:30 a.m. – 11:30 a.m.

COURSE MATERIALS:

All books and materials are included in the course fee.

INSTRUCTOR:

Jess Clifford

DATES/TIMES:

Beginning «StartDate» through «EndDate»
8:30 a.m. – 11:30 a.m.

LOCATION:

Classes will be held at Tooele Applied Technical College

COST:

Custom Fit will provide \$90.00 for the course.
«CompanyName» agrees to pay \$45.00 for the course. Terms are NET 30 days.

Course prices are based on a minimum number of 3 trainees from multiple companies for the class. Adding or canceling scheduled classes or trainees may affect the ability of the trainer to conduct class. Any classes with fewer than 3 trainees will be canceled unless other agreements are made.

CANCELLATION POLICY:

A written or phone notification of class cancellation/postponement must be received at least one (1) week prior to the scheduled starting date of the class. **Please note that if you do not cancel, you are still responsible for payment.**

REGISTRATION INFORMATION

Enter employee registration information on Page Two, if applicable – or you may substitute a spreadsheet or listing of employee names along with the last 4 digits of their Social Security Numbers. Note: The employee information page is not needed immediately, but it would be helpful if it was received a day or two prior to the class.

PURPOSE OF TRAINING (SELECT ONE)

Expand or Prepare for Growth Enhance Productivity Maintain Competitive Edge

X

«CompanyName»

Date

Custom Fit

Date

