



PYRAMID
EDUCATIONAL
CONSULTANTS

350 Churchmans Road, Suite B
New Castle, Delaware 19720
888.732.7462 TOLL FREE
302.368.2515 PHONE
302.368.2516 FAX

May 24, 2018

Dear Dawn,

The following is the service agreement for your upcoming scheduled PECS Level 1 Training. Enclosed you will find the following forms:

- **Memorandum of Agreement**
- **Supplementary Details Form**
- **Audio Visual Checklist**
- **Information Worksheet**
- **Travel Worksheet**

The *Memorandum of Agreement*, *Supplementary Details Form*, *Information Worksheet*, and *Travel Worksheet* will all need to be reviewed, completed, signed, and either faxed or scanned/ e-mailed to my attention in order to secure the dates by **June 22nd, 2018**. Failure to return all the necessary forms by the date listed above will void any date(s) being held for you.

Once our business office receives all the necessary paperwork, our Client Service Coordinator, Kristina Besaw will be in contact with you to discuss materials and details for the service dates. If you have any questions regarding the logistics for this training, you may contact Kristina Besaw directly at kbesaw@pecs.com or 302.368.2515.

Best Regards,

David Battista
Director of Operations
Pyramid Educational Consultants, Inc.
350 Churchmans Road, Suite B
New Castle, DE 19720
302.368.2515 TELEPHONE
302.368.2516 FAX
dbattista@pecs.com



PYRAMID
EDUCATIONAL
CONSULTANTS

350 Churchmans Road, Suite B
New Castle, Delaware 19720
888.732.7462 TOLL FREE
302.368.2515 PHONE
302.368.2516 FAX

**Memorandum of Agreement
Between
Pyramid Educational Consultants, Inc.
And
Sylvan Union School District**

DATE	SERVICE	PRESENTER	PRESENTER FEES	ESTIMATED TRAVEL EXPENSE	ESTIMATED LODGING EXPENSE	ESTIMATED MEAL EXPENSE
August 2nd, 2018	PECS Level 1 Training	Shera L. Davis, M.Ed.	\$2,600.00	\$100.00	\$165.00	\$40.00
August 3rd, 2018			\$2,600.00	N/A	\$165.00	\$40.00
WORKSHOP		REQUIRED PRODUCTS		PRICE PER UNIT		
PECS Level 1 Training		Pre-Bound Handout Packets		\$6.75* per participant		
		2 nd Edition PECS Training Manual		\$69.00* per participant		
*15 % Shipping/Handling Fee:		*A 15% shipping/handling fee will be added to the total amount of required materials ordered for your workshop.				
ASHA CEUs	If you elect to obtain American Speech-Language-Hearing Association Continuing Education Units (ASHA CEUs) for your organization's members, the following fee will be assessed.				\$325.00 per year	

Please check the box if your district and or organization will require ASHA CEUs

ASHA CEUs and course credit

The client is required to submit and pay for any credits offered to the participants. Pyramid Educational Consultants, Inc. does not automatically register client-hosted workshops for ASHA Credits, teacher credits, or any other organizational credits. We do offer an option to register the course with ASHA to allow participants to receive credit, however the client must contact the Pyramid ASHA Administrator, David Battista, 45 days prior to the service start date in order to be eligible for submission. ASHA CEUs may not be acquired after the workshop start date. The ASHA CEU fee will only be charged once per calendar year for each client, regardless of the amount of trainings the client holds. **Please confirm ASHA CEUs by checking the above box on this document and we will send the necessary ASHA CEU documentation.**

Estimated travel, lodging, and meal costs

The client is responsible for the actual travel costs. If travel, lodging, and meal costs are concerns of the client, then it is the client's responsibility to ascertain, to the best of their ability, what those costs will actually be. Any travel, lodging, or meal costs provided are estimates, provided as a courtesy to our clients. The actual cost of these items may vary substantially from our estimates. The client will be billed for our actual costs.

Travel

In the past, Pyramid has tried to accommodate the travel policies that many of our clients had in place. However, this is no longer the case; experience has taught us that many of our clients' travel policies do not reflect the realities of the kinds of travel that we do. Our consultants travel a lot. They are usually on a tight schedule, leaving one client and traveling to another. Dealing with traffic jams, delayed trains, and cancelled flights is a part of their everyday life. In order to keep all their commitments, it is crucial that they handle all of their own travel, lodging, and meal arrangements.

Therefore, our consultants will choose, book, confirm, and pay for all of their own travel, lodging, and meals. Travel includes, but may not be limited to, airfares, train fares, rental cars, cabs, airport shuttle buses, and parking fees. Lodging shall be in a standard, business-class hotel, the price of which varies by location. Examples include, but may not be limited to, Hampton Inn, Courtyard by Marriott, Residence Inn, and Embassy Suites. Meals shall not exceed \$40, including tips, per contact day or any part thereof.

Exchange of Contracts

We are often asked to exchange contracts with a client. They sign ours; we sign theirs. Sometimes the contracts have conflicting provisions that are easily resolved. However, sometimes the provisions in conflict involve our Cancellations or Travel clause. We will not modify or waive either clause.

_____ **CLIENT INITIALS**



Payment

We will bill you for all services and any associated materials and expenses after services are rendered. Payment, in full, is due 30 days after the receipt of this bill. Interest will accrue at the rate of 1% per month on balances that remain outstanding after 30 days. All funds are to be paid in U.S. Dollars.

Prepayment Option

We offer a 5% discount for prepaying consulting/training fees and our estimated expenses (materials may be added as well, if desired). If you fill out the "Prepayment Invoice" section of this contract, we will send you an invoice for the fees and estimated expenses immediately after you return this document. You may prepay for your entire workshop and gain this 5% discount based on the generated invoice. After services are rendered, we will refund any overpayment (or bill you for the balance of any underpayment) that differs from the estimated expenses.

Prepayments must be made in full; no discount will be given for any partial prepayments. In either case we will provide you with copies of the documents that support our actual expenses. In no case will we provide any additional invoices, credit memos, or other documentation unless it is to correct an error. Prepayments must be received at Pyramid Educational Consultants, 350 Churchmans Road, Suite B, New Castle, DE 19720 (not just mailed, sent, postmarked, etc.) three business days before services commence.

Cancellations

If the client cancels, for any reason, the client is liable for the entire service fee (presenter fees) and any costs incurred (such as airline tickets) as of the date of cancellation. If Pyramid is able to re-book the date(s) with another client and re-use airline tickets, hotel reservations, etc. the canceling client will be liable only for any difference in service fees and any costs that could not be transferred to the new client.

Group Size

The maximum size for the PECS Level 1 Training is **40** people. You may not exceed this number without explicit permission to do so.

Presenters/Consultants

In some cases it may be necessary to switch presenters or consultants, due to illness, transportation delays, or cancellations. If this is the case, you will be notified as soon as possible. You will not be charged the difference if a more costly presenter/consultant is substituted. You will be credited the difference if a less costly presenter/consultant is substituted.

Contact Time

The PECS Level 1 Training requires a total of 13 hours of contact time; this does not include lunch or breaks. The workshop may not be scheduled to start earlier than 7:00 am or end later than 4:00 pm local time. Participants not receiving the entire 13 hours of contact time shall not receive a Certificate of Completion.

Facilitator

The Client is responsible for assuring that a facilitator is present for the duration of the workshop. The facilitator must ensure that all audiovisual equipment is set up properly and ready to use, facilitating the sign in and registration process.

Room Set Up

We require classroom style seating for all participants, which include table/desk area for writing and ample space for presenters to observe and make recommendations to all participants. Two chairs and two flat work tables approximately 6 feet long, 3 feet wide, and 2.5 feet high are needed in the front of the room for presenter materials. Additional audio-visual equipment is required which is specified below.

Audio Visual Equipment

Historically audiovisual equipment has been a key cause of presentation delays, which can result in participants not receiving the complete course and/or credit for the course. The equipment below is absolutely necessary and must be available and set up for the presenters by 7:15 A.M. each morning. It is highly suggested to have technical support available throughout the day in case of technical difficulties, which can subsequently delay a portion of the training. We have included a form in your contract package, which outlines the necessary audiovisual equipment and helpful notes. Please feel free to contact our office if you have any questions regarding the equipment below. Unless otherwise agreed and noted, the client provides, at their expense:

- LCD projector with cables that connect to our computers
- Large Overhead screen which can easily be seen by the entire audience
- Cordless lapel microphones, one for each presenter, that can be used simultaneously
- Mixer and Sound system (amplifier and speakers) capable of interfacing with all of the above

Evaluations

We ask all clients/workshop attendees to complete an evaluation form for our services. In addition to, but not as a substitute for this, clients may ask that their own evaluation form be completed.

_____ **CLIENT INITIALS**



Supplementary Details Form

PLEASE RETURN ALONG WITH SERVICE CONTRACT

CONTACT TIME

The PECS Level 1 Training requires a total of 13 hours of contact time; this does not include lunch or breaks. The workshop may not be scheduled to start earlier than 7:00 A.M. or end later than 4:00 P.M. local time. The full 13 contact hours are required for participants to receive a certificate of attendance. Some participants may wish to proceed with the PECS Certification Process, which the certificate of attendance is a required component. Pyramid does not offer partial credited certificates to attendees who have not completed the full 13-hour training. We ask that clients make every effort to ensure the training is scheduled for the full 13 contact hours for the best interest of the participants.

WORKSHOP DATE	WORKSHOP TITLE	ESTIMATED ATTENDANCE	WORKSHOP START TIME	WORKSHOP END TIME
August 2nd, 2018	PECS Level 1 Training		8:00am	4:00pm
August 3rd, 2018	PECS Level 1 Training		8:00am	4:00pm

Please mark the estimated attendance amount in these two cells.

WEBSITE LISTING

The client may decide whether the scheduled workshop will be open to the public. Clients may request the scheduled workshop to be added to the Pyramid website for visitors to view. There is no additional charge for this. The workshop date will be listed along with the contact information you list below. The client will remain responsible for the registration procedures. Participants may not register through Pyramid for any client-hosted workshop. To access the Pyramid website, visit www.pecs.com

WORKSHOP DATE/TITLE:	
CONTACT PERSON:	
CONTACT PERSON TELEPHONE:	
CONTACT PERSON EMAIL:	

If you would like for us to post your workshop on our website for the public to register with you, please fill out the table above!

PREPAYMENT OPTION & TAX EXEMPTION

If the client wishes to prepay for this entire workshop and would like for Pyramid to send a "Prepayment Invoice," please fill out the table below, and we will generate and fax/email the invoice to you upon receipt of this signed contract. The prepayment will be based on consulting/training fees and our estimated expenses (materials may be added as well, if desired). After services are rendered, we will refund any overpayment (or bill you for the balance of any underpayment) that differs from the estimated expenses.

Prepayments must be made in full; no discount will be given for any partial prepayments. In either case we will provide you with copies of the documents that support our actual expenses. In no case will we provide any additional invoices, credit memos, or other documentation unless it is to correct an error. Prepayments must be received at Pyramid Educational Consultants, 350 Churchmans Road, Suite B, New Castle, DE 19720 (not just mailed, sent, postmarked, etc.) three business days before services commence.

PLEASE SEND ME A PREPAYMENT INVOICE:	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, please continue with this table)
PLEASE INCLUDE MATERIALS IN INVOICE:	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, please respond to the following question)
ESTIMATED NUMBER OF ATTENDEES:	
PLEASE SEND THIS INVOICE VIA:	<input type="checkbox"/> FAX <input type="checkbox"/> EMAIL <input type="checkbox"/> OTHER (please note)
PLEASE CHECK BOX IF TAX EXEMPT:	<input type="checkbox"/> YES* <input type="checkbox"/> NO
*If yes, please include tax exempt certificate for processing	

_____ CLIENT INITIALS



Audio / Visual Checklist

This checklist is for your records to minimize any potential audiovisual technical difficulties

Historically audiovisual equipment has been a key cause of presentation delays, which can result in participants not receiving the complete course and/or credit for the course. The equipment below is absolutely necessary and must be available and set up for the presenters by 7:15 A.M. each morning. It is highly suggested to have technical support available throughout the day in case of technical difficulties, which can subsequently delay a portion of the training.

<input checked="" type="checkbox"/>	EQUIPMENT NEEDED	FAQs
	<p>LCD and all cables to connect with presenters computer</p>	<p>Q: What if we do not have access to an LCD projector?</p> <p>A: We suggest you contact your local AV company, which will generally have LCDs and other available equipment for rent. Pyramid also owns one LCD projector, which may be rented for a small fee. Please contact our office at least two weeks prior to the service start date to inquire about the availability of renting our LCD. Our equipment is on a first come-first serve basis, therefore please contact us as early as possible to increase chances of availability.</p> <p>Q: Can we use an overhead projector?</p> <p>A: Unfortunately our presentations are on PowerPoint slides and are unable to be used with overhead projectors.</p> <p>Q: What type of computer will the presenter have?</p> <p>A: Our presenters carry IBM Compatible laptops. Laptops are not compatible with Macintosh.</p>
	<p>Large Overhead Screen</p>	<p>Q: How large should the screen be?</p> <p>A: The screen should be large enough and positioned in a location, which can be seen by the entire audience. We always suggest a minimum size of 40 inches.</p>
	<p>Cordless lapel microphone for each presenter which can be used simultaneously</p> <p>Extra batteries for microphones are suggested to have on site</p>	<p>Q: Will a podium microphone be sufficient?</p> <p>A: Through the presentation, it is essential that presenters have the flexibility of moving throughout the room while presenting, therefore a podium microphone would not be appropriate.</p> <p>Q: Will a corded or cordless handheld microphone be sufficient?</p> <p>A: The presenters will need their hands free through the presentation to allow for exhibiting and demonstrating many portions of the training, therefore a handheld microphone would not be appropriate.</p> <p>Q: We have a small group and/or a small room, is a microphone necessary?</p> <p>A: Our presenters are often presenting for several consecutive days, which can be strenuous on their voice. We ask that microphones be available regardless of group or room size.</p>
	<p>Mixer and sound system to link and project all equipment above</p>	<p>Q: What equipment will be linked to the mixer?</p> <p>A: The LCD and microphones should be linked into the mixer to allow simultaneous use.</p> <p>Q: If we have a small group is the sound system necessary?</p> <p>A: Our presenters are often presenting for several consecutive days, which makes it extremely difficult to project his or her voice across the room over a period of days. The sound system is also used for the audio from the LCD, therefore the sound system is always necessary.</p>

_____ CLIENT INITIALS