

(Please attach P.O.)

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Important Professional Learning Cancellation Information

Please note that additional fees will be incurred for any rescheduling or cancellation of the event. Those fees are outlined below:

- *For Virtual Workshops*
 - *You will be charged 50% of the list price for workshops canceled less than 72 business hours to scheduled event.*
 - *You will be charged a \$100 rescheduling fee for virtual workshops that are rescheduled less than 7 days prior to the originally scheduled event.*

Kendall Hunt has always made quality teacher learning a priority. Please contact me with any questions related to this learning at (800) 542-6657, ext. 1104, or by email at crussell@kendallhunt.com. Please contact the KH Sales Contact listed above with any sales or product related questions. Thank you.

Best regards,

Cathy S. Russell

Ph: 800-542-6657 Ext 1104

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