



## **SPECIAL CONTRACTUAL AGREEMENT FOR Purchase of Consulting Services and Materials**

**Contract Number: 11091** (will appear on your invoices for these days)

This agreement entered into on **4/25/2018**, by and between the Contractor, Thinking Maps Inc., and the Customer:

**Cypress School District**

**9470 Moody Street**

**Cypress, CA 90630**

The Contractor shall perform services for and provide materials to the Customer according to the enclosed proposal (if requested as an enclosure). The Customer will submit a purchase order to the Contractor for materials prior to shipment of materials and prior to consultative services being performed.

The Customer agrees to pay the Contractor within 30 (thirty) days upon receipt of an invoice for completion of each day of consultative service in the amount of **\$1,800.00** per day for a total of **1** day(s). The following dates are scheduled: **6/4/2018**. Please be aware that should any fraction of a contracted day be performed, the day will be billed as a full day.

The Contractor shall commence performance of this agreement on **6/4/2018** . Any changes to dates on this agreement must be performed no later than **4/25/2019**.

### **Cancellation / Date Change Policy**

Ten (10) business days advance notice in writing via email ([dan@thinkingmaps.com](mailto:dan@thinkingmaps.com)) or fax (919-678-8782) is required for any contract cancellations or date changes. If the Customer cancels the contract or changes a scheduled training date within 10 business days of the contracted date, the Customer will be billed for all consultant fees, unless the cancellation or change is the result of "acts of God" or *force majeure*.

**Special Contractual Agreement for  
Purchase of Consulting Services and Materials**

**Contract #:** 11091

**Consultant Name:** Ms. Sarah McNeil

**Description of Training:** Thinking Maps: Follow Up with Critical Reading/Writing

\_\_\_\_\_  
Customer Name (Please print or type name of entity)

\_\_\_\_\_  
Federal Identification Number

\_\_\_\_\_  
Customer Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City • State • Zip

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

**Thinking Maps Inc.**

**Federal I.D. #: 56-1717372**

**401 Cascade Pointe Lane**



**Cary, North Carolina 27513**

**Signature: Dan Courtney**  
**Office Manager**  
[dan@thinkingmaps.com](mailto:dan@thinkingmaps.com)

**4/25/2018**

**\*There are no travel expenses associated with this contract\***

Please mail or fax a signed copy of this contract within 15 business days  
from (**4/25/2018**) to:

Thinking Maps Inc.  
401 Cascade Pointe Lane  
Cary, NC 27513  
Fax: (919) 678-8782