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CONTRACT FOR PROFESSIONAL DEVELOPMENT: Webinar

Bill To Name Malverne U.F.S.D
Contact Name Jason Mach
Bill To 301 Wicks Lane
Malverne, NY
US

Quote # 278563
Quote Date 5/26/2023

Product Name	PD Start	PD End	Time Zone	Number of Participants	Topic	Trainer	Sales Price	Quantity	Total Price
Professional Development Webinar	9/11/2023, 1:15 PM	9/11/2023, 2:45 PM	Eastern	Up to 50	Kindergarten 2022	Kelsi Lundvall	\$850.00	1.00	\$850.00
Subtotal									\$850.00
Total Price									\$850.00
Grand Total									\$850.00

Professional Fee: The District agrees to pay the Grand Total Amount above to Literacy Resources, LLC within 30 days upon completion of the Professional Services. **A PO must be submitted two weeks prior to the training date.** Preferred payment methods include Direct Deposit (EFT/ACH), Credit Card, and E-Check. Physical checks are also accepted and should be payable to **Literacy Resources, LLC**.

Handouts: The District will duplicate the handout sent in advance for all participants. The District acknowledges and agrees that all copyright and other intellectual property rights in the materials within the handouts belong to Literacy Resources, and the District will not copy, distribute, display or modify the handouts except as provided herein or otherwise as approved by Literacy Resources in writing.

Equipment: A computer or tablet with a projector should be used to display the webinar to a group. Zoom is the online platform used to provide this webinar and the camera and speakers should be enabled prior to the start time of the webinar.

Intellectual Property Rights & Webinar Recording: The District will be provided with a recording of the webinar for 30 days following the scheduled date of the webinar. The District acknowledges and agrees that all copyright and other intellectual property rights in the recordings belong to Literacy Resources, and the District will not copy, distribute, display, perform or modify the recordings as provided herein or otherwise as approved by Literacy Resources in writing.

Cancellation Policy: The District acknowledges and agrees that cancellations made by the District up to 2 weeks (14 days) prior to the scheduled date of the webinar will be processed without penalty, and any prepayments made will be refunded in full. Cancellations made by the District less than 2 weeks (14 days) prior to the scheduled date of the webinar will be subject a charge equal to 100% of the professional fee – any prepayments made will not be refunded.*

***Force Majeure:** In the event either party must cancel the scheduled webinar because of circumstances reasonably beyond its control, including but not limited to closures due to weather, closures due to pandemic, technical or power interruptions or malfunctions, strike, national emergencies, fire, flood, catastrophe, or acts of God, the District shall not be responsible for any cancellation fees or penalties. In the event of such an occurrence, each party agrees to make a good faith effort to reschedule professional services for a later date and time.

District

Title

Date

Kimberly Greene
Literacy Resources, LLC

PD Coordinator
Title

5.26.2023

Date