



ROE #3 Professional Services Agreement



This agreement is between the Regional Office of Education #3 and

Name: _____

Address: _____

City, State, Zip: _____

Phone/Fax: _____

Email: _____

Social Security/FEIN/IEIN _____

To provide the following service:

Title of workshop: _____

Date: _____

Time: _____

Location: _____

EXPENSES:

Presenter's Fee: _____

Lodging: _____

Mileage: _____ miles at _____ per mile = _____

Other: _____

Total: _____

It is agreed that no other parties will be subcontract to fulfill the obligations of this agreement without authorization of all parties involved. It is also agreed that either party may terminate this agreement up to two weeks before session date in the event of insufficient enrollment, cancellation of workshop, or other events beyond the control of the ROE #3 or speaker.

Signature of Regional Superintendent Date

Signature of Speaker Date