**TRAINING**

**PROPOSAL**

# About us

[COMPANY] is located in [LOCATION] and is happy to offer its expertise in [SUBJECT MATTER]. Our tried and true system is based off over [NUMBER] years cumulative experience shared between our trainers. We pride ourselves on setting up our clients for success in [SUBJECT MATTER] and are sure that you will leave our sessions more prepared than you have ever been before to [ACTIVITY RELATED TO SUBJECT MATTER].

# Training sessions

Our training sessions are meticulously planned by our trainer and are designed in a manner geared toward the maximization of efficiency. Your time is valuable, so our goal is to best prepare you while taking up the least amount of your time possible.

Your training will be conducted by [NUMBER] of our trainers over [NUMBER] of total sessions that will last from [TIME] to [TIME] on [DAYS]. Training sessions will be comprised of both activities and lectures that will touch upon the following subjects:

* [SUBJECT 1]
* [SUBJECT 2]
* [SUBJECT 3]
* [SUBJECT 4]
* [SUBJECT 5]

# Training contract

This Training Contract (the “Contract”) states the terms and conditions that govern the contractual agreement between [TRAINER] having its principal place of business at [TRAINER ADDRESS] (the “Trainer”), and [CLIENT] (the “Client”) who agrees to be bound by this Contract.

WHEREAS, the Trainer holds significant expertise in [SUBJECT MATTER] and offers training services in [SUBJECT MATTER] for which the Client would like to engage the Trainer according to the terms and conditions herein.

NOW, THEREFORE, In consideration of the mutual covenants and promises made by the parties within this Contract, the Trainer and the Client (individually, each a “Party” and collectively, the “Parties”) covenant and agree as follows:

## TRAINING

The Trainer shall conduct training in [SUBJECT MATTER] in accordance with the schedule attached hereto as Exhibit A.

## PAYMENT

The total cost to be paid to the Trainer by the Client for the services hereunder shall be [WRITTEN DOLLAR AMOUNT] dollars ([NUMERICAL DOLLAR AMOUNT]). [WRITTEN DOLLAR AMOUNT] dollars ([NUMERICAL DOLLAR AMOUNT]) shall be paid at the execution of this Agreement and [WRITTEN DOLLAR AMOUNT] dollars ([NUMERICAL DOLLAR AMOUNT]) shall be paid at the conclusion of the training sessions.

## CANCELLING THE TRAINING SESSIONS

The Client agrees and acknowledges that a change in the schedule may present a significant burden for the Trainer and thus the Client shall forfeit [WRITTEN DOLLAR AMOUNT] dollars ([NUMERICAL DOLLAR AMOUNT]) of the amounts already paid to the Trainer if the Client must cancel the training services within [NUMBER] days of the date on which the training services are to be scheduled.

## PUBLICITY AND MARKETING

The Client authorizes the Trainer to utilize the Client’s logo and associated trademarks as well as any media, photos, or footage from the any training session solely for the purpose of marketing the Trainer’s services.

## NO MODIFICATION UNLESS IN WRITING

No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.

## APPLICABLE LAW

This Contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of [STATE] and subject to the exclusive jurisdiction of the federal and state courts located in [COUNTY], [STATE].

IN WITNESS WHEREOF, each of the Parties has executed this Contract, both Parties by its duly authorized officer, as of the day and year set forth below.

# Schedule A

## TRAINING SCHEDULE

Day 1 ([DATE] [TIME])

[TIME] – [SESSION]: [DESCRIBE SESSION]

[TIME] – [SESSION]: [DESCRIBE SESSION]

[TIME] – [SESSION]: [DESCRIBE SESSION]

Day 2 ([DATE] [TIME])

[TIME] – [SESSION]: [DESCRIBE SESSION]

[TIME] – [SESSION]: [DESCRIBE SESSION]

[TIME] – [SESSION]: [DESCRIBE SESSION]

|  |  |
| --- | --- |
| **[COMPANY]** |  |
| [NAME], [TITLE] | DATE |

|  |  |
| --- | --- |
| **[CLIENT]** |  |
| [NAME], [TITLE] | DATE |