



# BOOK MELISSA NOW!

## Updated Ethics for CFP® Professionals

### FPA Chapters | IN PERSON COURSE

Email completed form to Marie@PremiumOrganization.com

#### Contact Information

Chapter Name	Contact Name
Contact Email	Contact Cell Phone

#### Event Information

Venue		Course Organizer (day of event)	
Venue Street Address		Organizer Cell Phone	
City, State, Zip Code		Organizer Email	
Requested Date(s)	<b>TIME ZONE</b> (see map) <input type="checkbox"/> Eastern <input type="checkbox"/> Central <input type="checkbox"/> Mountain <input type="checkbox"/> Pacific		
Course Start Time Requested			
Anticipated Attendance			
Signature (with contracting authority)		Date	

#### Terms

##### Fees and charges:

- Melissa charges \$700 for her time, PLUS incurred travel expenses (payable to Melissa A. Kemp).
  - Administrative fee [\$150: up to 100 attendees; \$200: 101-200 attendees; \$250: over 200 attendees] payable to *FPA of Greater Phoenix* for their role and work in filing, verifying and supporting CE ethics credits for attendees. FPAGP provides customer service on any gaps or problems, maintains the approved course status, and keeps archives and records in the event of course or attendee audit.
  - Travel expenses include, but are not limited to: airfare, lodging, transportation, per diem costs. Payment for airfare is due when travel is booked, upon receipt of this contract.
  - Fees quoted are current as of the signature date and good for 6 months. If the booking date selected is more than 6 months away, we reserve the right to inform you of any fee or reimbursement changes and your option to retain or cancel this booking. Melissa's fee includes access to the Mentimeter interactive platform used during the class.
- Payment is due within 7 days of invoicing.

##### Cancellation policy:

- ▶ >30 days out: no fee
- ▶ <30 >15 days out: 25% fee
- ▶ <=15 days' out: 50% of fee
- ▶ \*If rescheduled to a date within 90 days of original date, no cancellation fee is due.

Melissa Kemp acceptance of Ethics Course booking \_\_\_\_\_ Date \_\_\_\_\_