



BOOK MELISSA NOW!

Updated Ethics for CFP® Professionals

IN PERSON COURSE

Email completed form to Marie@PremiumOrganization.com

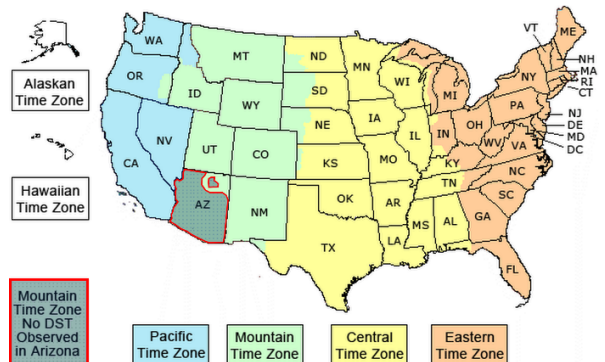
Contact Information

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)	TIME ZONE (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 \$1,000 for her time, PLUS incurred travel expenses (payable to Melissa A. Kemp).
- Administrative fee [\$200: up to 100 attendees; \$250: 101-200 attendees; \$300: over 200 attendees] payable to *FPA of Greater Phoenix*, to cover administrative costs of filing, verifying and supporting CE ethics credits for attendees with the CFP® Board of Standards. 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 _____