



BOOK MELISSA NOW!

Good People, Bad Things | Ethics for Insurance Professionals IN PERSON CLASS

Email completed form to Marie@PremiumOrganization.com

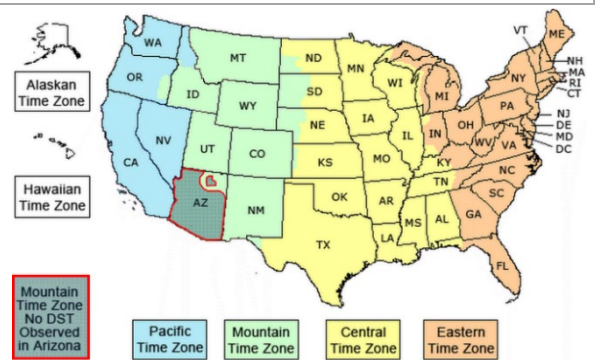
Contact Information

Organization 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



The organization requesting the course is responsible for getting the CFP Ethics 2-hour course and/or the Good People, Bad Things 4-hour course submitted for local state insurance CE credit and/or Ethics credit by the licensing board.

Terms:

Fees and charges

- Fees payable to Melissa A. Kemp: Course delivery charge of \$1,000; Travel expenses as incurred (airfare, lodging, transportation, per diem, etc. Please note payment for airfare is due when travel is booked, upon receipt of this contract.); Travel time offset fee of \$150 for each time zone crossed during travel will be assessed (Melissa is based in Arizona, MST). Melissa's fee includes access to the Mentimeter interactive platform used during the class.
- Fees payable to FPA of Greater Phoenix: Administrative fees billed at \$50/hr, for their role in assisting the organizer with meeting and obtaining approval of the course with their State governing body.

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.

Payment is due within 5 business days of invoicing (late payments will be assessed an additional fee).

The organizer is responsible for compliance and costs with their individual state's course approval.

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 _____