Contract Training Instructor Agreement – Short Form

This Agreement is made between (The name of your institution), at (your address here) and (the name, title, and business name of the consultant or teacher) with a principal place of business at (list address).

Insert Title, Date, Time and Place for the Instructional Event

Insert Compensation Amount, and Date

Expenses

We will reimburse you for the following expenses (list them here):

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You must submit receipts to (Insert name and how long in advance receipts must be turned in. Tell whether the reimbursement will be included in the instructor's regular paycheck or in a different check)

Materials

(Insert the name of your institution here) will furnish all materials, tools and equipment used to provide the services required by this Agreement, provided you submit a form requesting them 14 days in advance of the class date listed above. This form should be (faxed, mailed, etc.) to (Name of person and address).

Your Status with Us

You and (Insert the name of your institution here.) agree to the following rights consistent with a contract trainer's relationship with us:

- You have the right to perform services for others during the term of this Agreement, provided they are not a client of ours.
- You have no obligation to perform any services other than the training described here, but are expected to work as a professional team member with all Institution employees in the design and delivery of this training. You are expected to answer follow-up client calls for xxx days.
- You
  - must pass on leads for further training or consulting to (Insert the name here).
  - are required to attend meetings organized by (Insert the name of your institution here.)

• do have to obtain (Insert the name of your institution here.)'s pre-approval for changes in our contractual agreements with the client.

Confidentiality

You will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of (Insert the name of your institution here) or its clients) our prior written permission except to the extent necessary to perform services on our behalf.

Notices

All notices and other communications in connection with this agreement should be made in writing and directed to of (Insert the name and contact person of your institution here.)

Signatures

By: _____ (Institutional representative)

_____ (Signature line)
(Insert the name of your institution here.)
Date: _____

By: _____ (Typed or printed name of instructor)

_____ (Signature line)
Date: _____
Taxpayer ID Number: _____