



# Short Sale Q&A's Seminar Contract

4 Credit Hour Class (3 Classroom + 1 Panel)

**We will need from your office:**

- ✧ Your contact information (to include the following):
  - Contact number, email, & phone number for day of event
- ✧ A contact name and/or address to send the invoice.
- ✧ Location where the seminar is to be held (with an address and contact phone number)
- ✧ Booklet (provided by us) for you to print the number needed for attendees
- ✧ Completed attendance roster (will provide blank copy that includes Name, Address, License type & number, phone & email for each attendee)
- ✧ A/V Requirements: Lavalieri Microphone, Flip Chart or White Board, table and 3 chairs for panel discussion, panelists (suggest Affiliate Members: CPA, Attorney, MLS Rep, etc.)

**Our office will provide:**

- ✧ Andy's years of knowledge from working in the real estate and mortgage industries plus from being an investor herself for the last 12 years.
- ✧ Submission of attendees to the DBPR for the 4 hr CE credits
- ✧ Certificates of Completion – prepare & mail to attendees
- ✧ Copy of state accreditation & copyright permission (upon request)
- ✧ An invoice that can be paid at the event or sent before the seminar.

**Cost:**

- ✧ \$500 seminar fee – only covers Andy speaking at the designated location (additional costs outside of Central Fla area / Orange & Seminole Counties)

**Additional Costs:**

- ✧ Credit Hour Processing: \$1.00 per student (based on actual attendance)
- ✧ Mileage for outside of Central Florida area / Orange & Seminole Counties
  - At current IRS Mileage rates from our office to location and back)
- ✧ If more than 2 hours drive, hotel may be requested.

Cancellation Penalty (Prior to Event)

31 days or more – no fee	4-10 days - \$125
11-30 days - \$50	0-3 days: full seminar fee

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Event Location Address:** \_\_\_\_\_

\_\_\_\_\_  
 Name Title  
 Signature \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 P: \_\_\_\_\_ F: \_\_\_\_\_  
 Email: \_\_\_\_\_

Andy Tolbert President  
 Name Title  
 Signature \_\_\_\_\_  
 Compass Training Center LLC  
 PO Box 952674  
 Lake Mary, FL 32795  
 P: 407-328-0970 / F: 407-842-7669  
 Andy@AndyTolbert.com