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**Company:** Click here to enter text. **Date:** Click here to enter a date.

**Presenter:** Click here to enter text. **Email:** Click here to enter text.

**Address:** Click here to enter text. **Phone:** Click here to enter text.

Click here to enter text. **Fax:** Click here to enter text.

This letter will serve as a Contract between you and the Choose an item.. Please review all information carefully and comply with the direction given.

**CLASS INFORMATION**

 **Your class is titled** Click here to enter text.

**Your class starts on** Click here to enter a date.

**Class days are:** [ ] Monday [ ]  Tuesday [ ] Wednesday

[ ] Thursday [ ]  Friday [ ] Saturday [ ]  Sunday

**Class hours are:** Click here to enter text.

**Location:** Click here to enter text.

# YOUR RESPONSIBILITIES

Handouts, Completion of W-9

WASHINGTON FIRE CHIEFS, Fire Mechanic \_SECTION RESPONSIBILITIES

 Unless notified otherwise, **Click here to enter text.** will be paid $**0** **including food and hotel** **accommodations**. At the conclusion of the program, payment will be sent to you within 30 days at the above address, unless otherwise directed. If any of this information is not what you anticipated, please call the WFC office at 360-352-0161.

The Choose an item. reserves the right to cancel this Agreement without penalty at any time. If, however, the Choose an item. cancels this Agreement less than ten (10) days before the services are to be provided, the Association will reimburse the Presenter for actual expense incurred as a result of the agreement. This Letter of Agreement is a binding agreement and is only valid with the signature of the Washington Fire Chiefs Executive Director or an approved representative with the Executive Director’s approval. No other agreement initiated by either individual will be honored.

If you should have any questions regarding your presentation, please contact **Contact Name** at **Phone** **.** The Washington Fire Chiefs are looking forward to a successful conference. Thank you for helping to make this happen.

PRESENTER WASHINGTON FIRE CHIEFS

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax ID/SS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_