



# UNIVERSITY of HOUSTON

Date: \_\_\_\_\_ Agreement #: \_\_\_\_\_

Dear:

Thank you for selecting the University of Houston's Department of Educational Technology & University Outreach: Continuing Education to support your training requirements. This document confirms our agreement as follows:

Workshop:	_____
Dates & Schedule:	_____
Location:	_____
Fee:	_____
Fee includes:	_____
# of Attendees:	_____

Please mail this Agreement for Training Services with your approval to Lauren Kirby, University of Houston, Houston, TX 77204-3027, at your earliest convenience.

University may contact \_\_\_\_\_, phone: \_\_\_\_\_, e-mail: \_\_\_\_\_ for additional information.

Knowing your organization has made a commitment to continued productivity and leadership excellence; we appreciate your acceptance of this agreement and look forward to serving you. If you have any questions, please contact Lauren Kirby at 713-743-1186, 281-658-7254 (cell), or [lkirby@uh.edu](mailto:lkirby@uh.edu)

## UNIVERSITY OF HOUSTON

## CUSTOMER

Signature	Date
Lauren Kirby, Director	
Corporate Training	

Signature	Date
Name: _____	
Title: _____	

Signature	Date
Marshall Schott, Executive Director	
Educational Technology & University Outreach	

Direct Invoices to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature	Date
Ed Hugetz, Associate VC/VP (under \$25K)	
University Planning & Outreach	

E-mail: \_\_\_\_\_

Signature	Date
Dr. Elaine Charlson, Exec. AVC/AVP (over \$25K)	
Academic & Faculty Affairs	