



Training License Payment Schedule

Trainers who complete a Search Institute sponsored Training of Trainers (TOT) training may charge a fee for the delivery of a Search Institute-designed workshop per the TOT trainer agreement which includes the following conditions:

1. Curriculum is faithfully followed as agreed upon in the Training of Trainers trainer agreement found in the first section of your TOT curriculum.
2. Appropriate copyright information is included in all Search Institute materials distributed at the training, per Search Institute's permission guidelines.
3. Payment of a 10% licensing fee is received by the training department at Search Institute within 60 days from the delivery date of the training.

Please complete the invoice, method of payment, and requestor information and **return a copy of this page** along with your payment to: Training Department, Search Institute, 615 First Avenue N.E., Suite 125, Minneapolis, MN 55413; or fax 612-692-5553.

INVOICE

Training Location (City and State)	Date of Delivery	Gross Revenues	Licensing Fee	Total Due
_____	_____	_____	X 10%	= _____
_____	_____	_____	X 10%	= _____
_____	_____	_____	X 10%	= _____
_____	_____	_____	X 10%	= _____

Notes: _____

Method of Payment
 Please charge my VISA MasterCard

Card No. _____

Exp. Date ____/____/____

Signature _____

Purchase Order No. _____

Check No. _____

Requestor Information

Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____

Fax _____

Email _____

Questions? Contact Lisa Sheff, Field Services Coordinator toll free at 1-800-888-7828.

Payment is due 60 days from the delivery date of the training