

Memorandum of Understanding

(Customer Name) Douglas & Cochise Housing Authority (PHA) would like to schedule training for its employees. Lindsey Software will schedule you on the first available training date acceptable to you upon receipt of this MOU. The dates that have been requested are February 7th – 9th, 2012.

Training Cost: The PHA will be charged \$750.00 per day, per trainer, plus all related travel expenses for training held at the PHA Office. For any additional PHA, the additional cost is \$200.00 per day.

Cancellation Policy: Lindsey Software, Inc., will charge the PHA any airline cancellation fee and/or booking fees if the PHA cancels, postpones or delays training after the airline tickets have been purchased.

Training Day: A Lindsey Training Day consists of a 7-hour work day, with hours of 8:30 a.m.-4:30 p.m. (1 hour for lunch). If the training day exceeds 7 hours per day, Lindsey Software will bill the PHA at a rate of \$150.00 per hour in 15- minute increments for training that exceeds 7 hours per day.

Upon receipt of this MOU, a Lindsey representative will contact you with the available training slots and will work out a training date which is agreeable with you. I have read and understand all policies and conditions set forth above. For fastest consideration, please fax this MOU to 501.374.2727, attention Lindsey Training.



Executive Director Signature
City of Douglas PHA

11/28/11
Date



Executive Director Signature
Housing Authority of Cochise County

11/22/2011
Date