

TTR Group Inc.

The Engineered Valve
& Speciality Products Company



Continued Education Program

Fees & Contract

AWWA C504
BUTTERFLY VALVE &
ACTUATORS

OWWCO

Director Approved
Training Course

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* .7 CEU's



CONTACT

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Established 2009



Valve & Application Solutions for the Municipal, Industrial, Mining and Power Industries



TTR CEU Training Course AWWA Butterfly Valves & Actuators Course ID 8753 TTRG 2371

Fees & Contract

1. Normal Working Hours and Days

A normal working day is 8 hours per day

Days: Monday - Friday
8:30AM - 4:00PM

2. Rates

Work in Canada is to be paid in Canadian Funds.

Field Service rates shall be as follows:

Daily Rate: \$900.00 per day

Class size can range between 1-15

Maximum Class size is preferred not to exceed 15

3. Expenses

A. Travel

- Transportation expense from TTR Group Inc. (the "Company"), Oakville, ON to the customer's training facility and return trip to Oakville, Ontario. This in all cases will be considered our transportation charge whether it be plane, train or automobile.
- Private automobile travel at the rate of \$.55 per km. local travel including to and from the airport when air / train or ferry travel is required.
- Expenses also include any local travel required, car rental or taxi, at the facility or to and from the airport.
- All taxis to and from the hotel and or airport.
- Delays to the site to maintain deadlines caused by carriers will not be the responsibility of TTR. All schedules will be maintained whenever possible.
- Airport parking if a taxi is not utilized.
- Hotel parking at the destination when necessary.

B. Accomodations

- Actual expenses for lodging, meals and incidental costs will be billed at cost (see rate information).

4. Payment

- Payment is due upon receipt of the labour invoice in full and all expenses with receipts including all mileage and transportation fees.
- Air travel, if necessary, will be approved by the purchaser and once accepted will be invoiced as part of the training invoice. If the course is cancelled, the purchaser will be responsible for all expenses that cannot be reimbursed by the issuing party.
- E-transfers are acceptable. Cancellation fees will apply under item 6 and 8 of the services contract.



5. Example

Transportation

Flights - if necessary at cost and pre-booked
 Rail - at cost and considered last resort
 Car Rental, Fuel
 Local KM Mileage (if applicable)

Meals

Breakfast not to exceed CAD\$30.00 per day
 Lunch provided for the attendees by the purchaser
 Dinner not to exceed CAD\$80.00 per day
 Lodging not to exceed \$250.00 per night plus all applicable taxes
 not required within 200 km from the head office

6. Cancellation

Reservations and bookings will only be made at the time of authorization to proceed is received in writing. Booking and reservations can be made once authorization is received and prior to receipt of a formal PO; however, will be subject to all cancellation charges once reservations are committed and nonrefundable based on the terms of the airline, hotel or any other facility. Should the field services contract be cancelled prior to commencement- the customer / purchaser will be responsible for all cancellation charges associated to this field services contract.

Cancellation of the field services contract 24 hours prior to commencement will be subject to all expenses to that point and 50% of the estimated time required or duration of the contract. If the field services are completed earlier than the predicted time required- only charges for the site and travel time will be charged. The purchase order is based on a duration estimate and the purchaser accepts the additional charges to complete the field services work based on the scope unless advised in writing to cease operations.

7. Contract & Scope

Course Location:			
Training Address:			
Course Administrator:			
Course Start Time:		Finish Time:	
Contact:			
Customer:			
Equipment Required:			
Print Name	Signature	City/Municipality	Date



8. Estimate & Reference Information

Flight	Departs	Arrives	Estimate
Flight Costs			
Airport Parking			
Hotel	Name	Location	
Hotel Rate			
Hotel Parking			
Car Rental			
Fuel Destination			
Mileage Charges Destination Km			
Mileage Charge Airport Travel Km			
Documentation			
Meals			
Total Estimate			
Total Number of Days			
Total Days Including Travel Days (Estimate)			

9. Contract Acceptance (to be completed by both parties)

Customer Purchase Order:	
Contract Duration (estimated days / hrs):	
TTR Course Trainer:	
Training Address:	
Administration Contact:	
Customer:	
TTR Contact Information Email / Cell:	
Accepted TTR	Accepted Customer
Date	Date