

**Full Service Contract Agreement**  
**YWCA of High Point Representing American Red Cross Courses**

This form represents an agreement between \_\_\_\_\_  
and the YWCA of High Point.

Company Address (Billing Address)

Class Location

\_\_\_\_\_  
\_\_\_\_\_

Class Dates & Times \_\_\_\_\_

Course 1 Name: \_\_\_\_\_

Estimated # of Students \_\_\_\_\_ at \$ \_\_\_\_\_ per student Estimated total cost of the class: \_\_\_\_\_

Course 2 Name: \_\_\_\_\_

Estimated # of Students \_\_\_\_\_ at \$ \_\_\_\_\_ per student Estimated total cost of the class: \_\_\_\_\_

Course 3 Name: \_\_\_\_\_

Estimated # of Students \_\_\_\_\_ at \$ \_\_\_\_\_ per student Estimated total cost of the class: \_\_\_\_\_

Course 4 Name: \_\_\_\_\_

Estimated # of Students \_\_\_\_\_ at \$ \_\_\_\_\_ per student Estimated total cost of the class: \_\_\_\_\_

Course 5 Name: \_\_\_\_\_

Estimated # of Students \_\_\_\_\_ at \$ \_\_\_\_\_ per student Estimated total cost of the class: \_\_\_\_\_

**Contact Person** \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

YWCA Of High Point:

- Will provide an American Red Cross certified Instructor to teach the specified course
- Will supply all necessary equipment and supplies for the above class.
- Mail certificates to your company after successfully completing the course(s).
- Send a copy of the course record and invoice within 30 days.

Your Company will:

- Provide a room sufficient space or arrange to use the YWCA facility.
- Notify the YWCA of cancellation or changes within 48 hours of scheduled class time.
- **Have (or pay) for a minimum of 8 students**
- Pay for the agreed upon class within 30 days of instruction

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Company Representative)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(YWCA Instructor)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(YWCA Aquatics & Wellness Director)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(YWCA Executive Director)

**Cancellations Policy:** Courses which are rescheduled or cancelled by the company with less than a 48 hour notice will result in an administrative charge of \$100.00 billed to the company

YWCA High Point 112 Gatewood Avenue High Point, NC 27262 336 882-4126

For Office Use	CPR/AED PR Books _____
# Students: _____	First Aid Books _____
# Red Cross Cards _____	Bloodborne Books _____
	First Aid Kits _____
	Manikins _____
Other:	