YOUR LOGO HERE

This agreement, by and between YOUR BUSINESS NAME HERE and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (name of organization) is made and entered into this \_\_\_\_\_\_ of \_\_\_\_\_\_\_\_, 2020 and expires September 30, 2020.

Whereas, YOUR BUSINESS NAME HERE has developed software and systems to create a Virtual Celebration and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(organization) wants to engage YOUR BUSINESS NAME HERE to provide a Virtual Celebration Graduation for their Spring 2020 graduates.

Therefore, the parties agree to the following terms and conditions:

1. YOUR BUSINESS NAME HERE will provide a Graduation Registration Link for graduates to upload a picture to be used in the Personal Achievement Graphic (PAG’s) and a message to appear on a slide in the presentation if so desired.
2. YOUR BUSINESS NAME HERE will provide a Personal Achievement Graphic (PAG’s)slide containing a picture, the name, and a message for each graduate who provides this information by the deadline date on the previously mentioned registration website.
3. YOUR BUSINESS NAME HERE will provide a Name Slide for each graduate who does not provide a picture or message.
4. Organization may elect to have audio added to the PAG’S
5. Slides with name reading are available for an $2 per graduate. YOUR BUSINESS NAME HERE will exercise a best faith effort to have the names pronounced correctly but cannot guarantee the accuracy of the pronunciation. A phonetic option on the registration site will be available.

YOUR BUSINESS NAME HERE will provide the organization with a copy of all the above Personal Achievement Graphics and will email each graduate a copy of his or her Personal Achievement Graphic via email.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Organization) agrees to pay YOUR BUSINESS NAME HERE a minimum of $1995 for up to:
	1. 300 graduates who are eligible to graduate and $4.15 for each eligible graduate above 300.
	2. A copy signed by an authorized Administrator for the organization and an authorized signer for YOUR BUSINESS NAME HERE executed before registration or work will begin.
	3. A Personal Achievement Graphic will be produced by YOUR BUSINESS NAME HERE for each graduate regardless of whether or not that graduate registers or provides a picture. The fee is based on the number of eligible graduates, not the number who register or provide a picture.
2. A deposit of $\_\_\_\_\_\_\_\_\_\_\_, to be paid to YOUR BUSINESS NAME HERE upon signature of the Virtual Graduation Celebration agreement. The remaining (balance) of $\_\_\_\_\_\_\_\_\_\_\_\_, fee shall be due to YOUR BUSINESS NAME HERE upon delivery of the Personal Achievement Graphics to the Organization.
3. Total Graduates #\_\_\_\_\_\_\_\_
4. Registration Link due Date\_\_\_\_\_\_\_\_\_
5. Student Registration Deadline Date\_\_\_\_\_\_\_\_\_
6. Audio cost, if adding to services $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Total cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other terms agreed upon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement is approved on this day \_\_\_\_\_\_\_\_\_\_\_in the month of \_\_\_\_\_\_\_\_ in the year of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

University/School Authorization Signature

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

YOUR BUSINESS NAME HERE

YOUR LOGO HERE



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