

# Seminar Schedule

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## Two-Hour Program

8:00 – 8:05 a.m.	Introduction and Objectives
8:05 – 8:20 a.m.	What is an Agreement for Services Why use an Agreement for Services How is an Agreement for Services used?
8:20 – 8:30 a.m.	Intent of a cover letter When to use Information to Include
8:30 – 9:00 a.m.	Short Version Agreement
9:00 – 9:30 a.m.	Long Version Agreement
9:30 – 10:00 a.m.	Using Optional Clauses