

## UNION SPECIAL LLC IN-PLANT TRAINING PROGRAM

The **IN-PLANT TRAINING PROGRAMS** are special services offered to our domestic and international customers, and are available through our Technical Training Center in Huntley, Illinois.

These programs have been designed for customers that cannot send their people to the Union Special Training Center, but still would like their people professionally trained.

The in-plant training programs:

1. Allow students to work on plant machines, thread and material.
2. Make available a qualified instructor on premises for advice and assistance regarding machine operations and future training needs.
3. Allow for multi-plant participation.
4. Reduce training costs.

The in-plant training program can be a valuable and beneficial service to your sewing operations. The programs can be from one to ten days depending on the company's need. You pay only the expenses of the instructor and a small program fee.

For more information, please contact:

Visit our web sites:

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Union Special LLC  
Huntley Training Center  
One Union Special Plaza  
Huntley, IL 60142  
Tel: 847/669-4500  
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[www.unionspecial.com](http://www.unionspecial.com)

## **IN-PLANT TRAINING PROGRAM TERMS OF PROPOSAL**

### **CUSTOMER AGREES TO:**

#### **I. Reimburse Union Special LLC For:**

1. Tuition: 1 instructor with 1 to 6 students
  - A. Training Days-----Program fee of \$1000.00 per day.
  - B. Travel Days (where applicable)---Program fee of \$250.00 per day.
2. Travel expenses of the instructor to and from the customer's facility and while on-site, including but not limited to:
  - A. Auto rental, when necessary, or mileage reimbursement of \$.60 /mile, if it is feasible for instructor to drive to and from facility.
  - B. Hotel and meal expenses beginning when leaving the instructor's home base and ending upon his return.
  - C. Air fare cost (if necessary).
  - D. Taxi or limousine cost (to and from airport).
  - E. Any other business expenses allowable under United States federal guidelines.

#### **II. Provide Training Facilities and Equipment:**

1. Adequate, comfortable and private space away from sewing floor, capable of darkening for audio-visuals.
2. Projectors, screen, chalkboard or flip chart and accessories as required.
3. Training machines (maximum ratio 2 students/machine) in good operating condition, one set of tools for each machine and supply of threads and material (one student per machine is most beneficial).
4. Assure uninterrupted class sessions.

**IN-PLANT TRAINING PROGRAM  
SUMMARY OF EXPENDITURES**

**TUITION:**

One Instructor - Maximum six students  
Maximum 5 days

Charges - Training-- \$1000.00/ day \_\_\_\_\_

- Travel-----\$250.00/ day \_\_\_\_\_

**EXPENSES: (estimated; actual expenses will be submitted)**

Transportation (air fare cost) \_\_\_\_\_

Housing (motel/hotel) \_\_\_\_\_

Living (food, laundry, tips, phone, etc.) \_\_\_\_\_

Car rental & fuel \_\_\_\_\_

Taxi and/or limousine \_\_\_\_\_

Mileage reimbursement (\$.60 per mile) \_\_\_\_\_

**MISCELLANEOUS:**

Additional texts, A/V's, equipment rentals, etc. \_\_\_\_\_

TOTAL EXPENSES \_\_\_\_\_

UNION SPECIAL LLC - TECHNICAL TRAINING CENTER

INSTRUCTOR \_\_\_\_\_ DATE \_\_\_\_\_

**IN-PLANT TRAINING PROGRAM  
REQUEST TO BE CONDUCTED**

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY & STATE \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

DATE REQUESTED FOR TRAINING \_\_\_\_\_

STITCH TYPE AND/OR MACHINES TO BE TRAINED ON \_\_\_\_\_

\_\_\_\_\_

I am fully aware of the service being offered and the expenses to be invoiced or prepaid for the in-plant training program.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

Purchase Order Number \_\_\_\_\_