

# MEMORANDUM OF UNDERSTANDING

<enter date>

## Between:

ecoPRO Admin, Washington State Nursery & Landscape Association  
ecoPRO Admin, Washington Association of Landscape Professionals  
ecoPRO Training Partner, Organizational Name

(Individually the "Party" and collectively the "Parties")

The Parties to this Memorandum of Understanding (MoU) agree to the following

## Purpose and Scope

Washington State Nursery & Landscape Association, Washington Association Landscape Professionals, and <training partner> are partnering to offer ecoPRO training in <enter date> that will service landscape professionals in <targeted cities and/or counties>.

This memorandum establishes that as a training partner, <training partner> will provide financial support in the amount of \$5000 which will offset standard costs associated with facilitating the ecoPRO training. It has been agreed that <training partner> will cover the following costs:

- Room: \$480 for 3.5 days
- Food: estimate of \$1,800
- Require reading: \$1,500 for 30 books
- Training packets: ~\$200 to put together
- Up to \$500 in travel-related costs for speakers and training facilitator
- Staff time for promotion and on-site logistics
  - Promotion: Will promote training through her outlets and agencies, do a press release
  - On-site admin: Up to 2 people for day-of-training logistics
- Has approximately \$5,000 – which needs to also cover her staff time.

## Future cooperation

The present MoU elucidates the general conditions and arrangements for future cooperation between the concerned parties. It is not legally binding on the parties. The exact terms and conditions of this future cooperation will be negotiated in due course and laid down in a contract, should circumstances permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_