ON COMPANY LETTERHEAD

[Date]

Forward Careers, Inc.  
327 E Broadway, Suite A

Waukesha, WI 53186

Dear Forward Careers:

Below, please find the cost for       training.

1) Pricing

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Training Program Component | Training Date(s) | Training Duration (Hours) | No. of Trainers | Hourly Trainer Rate | **Subtotal** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** | | | | |  |

2) Training Methodology

[Describe how training will be provided.]

3) Training Description

[Describe training objectives.]

4) Name, Title, and Wage of Trainer(s)

[Include the name, title and wage of each trainer providing the training program.]

**5) Attainment Type (ONE MUST BE CHECKED TO BE CONSIDERED):**

Credential  Industry Recognized Certificate

Sincerely,

[Business Contact Name]  
[Title]