

ON-SITE TRAINING

Compansol offers instructor-led on-site training classes to all our customers. It is a great way to reduce the learning curve and to enhance productivity and maximize your return on investment.

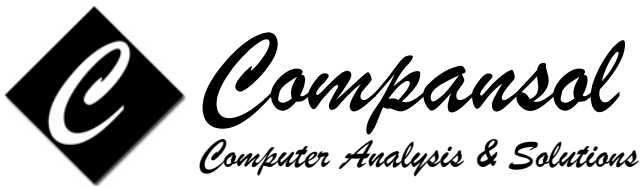
1. Training is available as the schedule of the training personnel permits. Contact Compansol to verify availability.
2. There would be an intensive 4 to 6 hours daily training session (Regular training hours are from 9:00 AM to 4:00 PM) where the instructor will explore and show some basic and advanced features of Blumen.

We deliver a standard training course tailoring content to meet your day to day requirements. Or we can deliver a completely customized course that addresses only issues critical to your project.

3. The customer may arrange for a computer classroom setup (The trainees will benefit more if they have access to individual computers).
4. The number of participants for training session is limited to 10. Contact Compansol for special arrangements.
5. The trainer can assist you setting up Blumen on Laptops, PCs or a network environment if needed and / or check the status of your data to advise of possible problems or to suggest data input techniques. Note that additional time will be required to accomplish these tasks.
6. The on-site Training Setup check list and the participant list should be faxed to Compansol at least 1 week prior to the training.

The cost for the training will be as follows:

- \$2795.00 for 1 day as a training fee billed to the customer, confirmed with a purchase order and the attached form signed by the Project Director.
- \$3995.00 for 2 days as a training fee billed to the customer, confirmed with a purchase order and the attached form signed by the Project Director.
- The pricing includes travel and accommodation for the trainer (Airfare, Car rental, Boarding & Lodging).
- If Compansol is required to provide a LCD projector a charge of \$250.00 will be applied. Note: This does not include a projection screen.



ON-SITE TRAINING VERIFICATION FORM

Contact Person: _____
University Name: _____
Program: TS UB EOC VUB UBMS SSS McNair
Other _____
Address: _____

Phone: _____
Fax: _____
E-mail: _____
Training Date: _____

Check one:

- Yes, we are interested in a one day on-site training for my staff, counselors and administrators. We will pay \$2795.00 per day as training fee.
- Yes, we are interested in the two days on-site training for my staff, counselors and administrators. We will pay \$3995.00 for the two days as training fee.
- Yes, please provide an LCD projector for an additional \$250.00

Please check one:

- Check Enclosed.
- Purchase Order Enclosed.
- Credit Card (If paying by Credit Card, please fill out and fax the Credit Card Verification Form)

Director's Signature: _____

Date: _____

Promotion Code: _____

ON-SITE TRAINING SETUP

Computer Classroom Setup

The trainees will benefit more if they have access to individual computer. One computer should be reserved for the trainer. See the Blumen system requirements included in this package. (Also available at <http://www.compansol.com/compansol/papers/SystemRequirements.pdf>)

Note: The computer classroom may have standalone computers. A network setup is not required.

Blumen - Demo Version CD (Standalone setup)

The Blumen demo version CD should be installed on each one of the computers to be used by the participants and the trainer (Demo CD provided By Compansol).

Additional Software & Peripherals

Microsoft Word and Microsoft Excel are recommended to be installed on each one of the computers. (For graphs, reports and mail merge)

Internet connection is recommended. Access to the Internet is utilized during the training session to demonstrate how to submit the Annual Performance Report online.

A printer driver must be installed on each one of the computers. This is required when running reports.

The participants should have full control over the folder where the demo version of Blumen is installed. Computer Administrator rights are recommended.

A LCD Projector connected to the trainer computer is recommended, a projection screen (note that in most cases a white board can be used as a projection screen) and a writing board are required.

Others

Provide a copy of any printed materials that you may want to discuss with the trainer, i.e. forms that you use and want to know how to input into Blumen, report formats that you may want to generate from Blumen (Custom reports), Etc.

Provide the number of participants and participants list so we can deliver the correct number of training manuals and training certificates.