

Thank you for your interest in our upcoming Training Workshop.

**To complete the quote, please follow the instructions below:**

1. Complete the editable fields on the quote with your district information
2. Save the edited quote to your computer
3. Submit the completed quote to your appropriate department for approval
4. Once approved, send the purchase order to: [info@promedssoftware.com](mailto:info@promedssoftware.com) or fax to (603)-672-0033. You may reserve your training seat only once a PO has been received.
5. We will process your PO within a few days and reach out with instructions on how to schedule your training

Agency/School/District

Agency address

Subjects to include **Health Portal**

Delivery **Public workshop**

Timeframe **Valid for all public workshops on this subject through December 31, 2026**

Description	Qty	Unit Price	Total Price
Virtual 2-hr workshop (per participant)	1	\$ 100.00	\$ 100.00
<b>Total</b>			<b>\$ 100.00</b>

## Public Training Workshop Terms and Conditions

- A Purchase Order must be received five (5) days prior to the scheduled training
- A cancellation or rescheduling of a workshop seat made less than 24 hours prior to the scheduled training date/time will incur a cancellation fee amounting to 100% of the training cost
- Training sessions must be utilized within one year (365 days) from the date of the purchase order
- Availability of classes is not guaranteed and is determined on a first-come, first-served basis
- PSNI reserves the right to cancel any class without prior notice. In such instances, the next available class will be offered as a replacement.

## Purchase orders and payments

Payable to: **PSNI, LLC**  
Faxed to: **(603) 672-0033**  
Emailed to: [info@promedsoftware.com](mailto:info@promedsoftware.com)  
USPS to: **4 Limbo Lane, Amherst, NH 03031**  
Payment due: **Net 30**