**Letter of Agreement**

Created For:

Created By: Metro DC ATD Chapter

Agreement Date:

Effective Dates:

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| **Partner Responsibilities** |

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| **Chapter Responsibilities** |

* Create a posting on the webpage to market XX
* Provide discount code to members so they may obtain a XX discount off the regular price. Use discount codes, and ensure that each XX is being marketed no fewer than 60 days prior to the program (or as soon as possible after agreement is signed).
  + Discount code:
* Include each XX in at least one email blast to Chapter email distribution list
* Duplicate and distribute print program/vendor brochures at upcoming in-person events, as appropriate for each event.
* Occasionally update web posting if XX details change
* In good faith, market the XX through available channels to Chapter members and subscribers to communication.

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| **Acknowledgement** |

By signing this letter, both parties agree to the conditions listed herein.

**Exclusivity**

All XXX content remains the exclusive property of XXX

The Metro DC ATD Chapter acknowledges that they may not state or imply that they are an exclusive distributor of XXX products and services or have any such ownership claim. Marketing of XXXX products and services by the Chapter shall be limited to the scope outlined in this agreement.

**Cancellation Policy**

This agreement is at will, and either party may cancel it at any time for any reason, or for no reason at all. If either party, at any point, does not feel or is no longer able to meet the terms of this agreement, they shall notify the other party and the agreement will be terminated.

Metro DC ATD Chapter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partner:\_\_\_**XX**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Name:

Title: Title:

Date: Date:

Signature: Signature: