



CDM+ - Suran Systems, Inc.

PO Box 603

Versailles, KY 40383-0603

800-633-9581

Email: training@suran.com

On-Site Software Training with CDM+

Thank you for your inquiry about CDM+ On-Site Training. On-Site Training provides personalized training for your staff, focusing on your ministry goals and vision. Some of the benefits are:

- hands-on training that incorporates data management solutions for all your ministry needs
- group and/or individual training for your staff and volunteers
- System and User Preference settings made on your church's data result in a jump start on staff productivity
- less down time, you and your staff work in the comfort of your office on their own computers and the trainer comes to you

Churches that hold on-site training events see an immediate impact on effectiveness and confidence in their staff.

To assist in our planning of your training event, please complete the next two pages of this document. Fill in all the applicable fields, including at least two potential training dates. Once the forms have been completed, scan and e-mail the documents to training@suran.com. This process provides our training department the flexibility to schedule a top-quality training event for your church while maximizing our team resources and containing your cost. After you return the completed form to us, a member of the CDM+ training department will contact you to schedule your on-site training.

We look forward to working together with you, to help you become more proficient and achieve greater efficiency using CDM+ to build a more effective ministry.

CDM+ Training Department



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On-Site Training Pre-Visit Assessment

Church/Organization: _____

Address: _____ Phone: _____

City/State/Zip: _____

Email: _____ Contact: _____

Requested dates of on-site training (list your top 3 choices):

1. _____ 2. _____ 3. _____

Would you consider allowing us to combine your training day(s) with another church in your area?

- Yes No Please contact us about this possibility

We want to make your on-site training as valuable as possible to your staff. Your answers to the questions below will help us evaluate how best to plan.

1. How many people will be involved in training? _____
2. How many days of training would you like to include? _____
3. Are those to be trained staff, volunteer, or both? _____
4. Please indicate below the areas you wish to cover, (include the % of time you wish to devote to each).

Module	Time		Give specifics where applicable
Membership		%	
Attendance		%	
Contributions		%	
Accounting		%	
Payroll		%	
Event Registration		%	
Check-In/Check-Out		%	
Roommate		%	
Web Tools		%	
CDM+ Mobile		%	

5. How critical is your need for training?

- Immediately Or, within: 30 days 90 days 6 months



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On-Site Training Cost Calculator

This calculator is designed to help you *estimate* the cost you can expect for personalized on-site software training by a CDM+ qualified trainer.

ITEM	CHARGE	EXPLANATION	COST
First day	\$ 950	6-8 hours training	
Additional day(s)	\$ 600	Add \$600 per day for each additional day	
Per hour	\$ 85	If less than 6 hours or for additional hours in a single day above the 8 hours included in the per-day charge above.	
Additional for Weekend/Holiday	\$350		
Travel Expenses		<p>Your final on-site training invoice will include a line item for travel expenses (cost of travel, lodging and meals).</p> <p>The Suran Systems representative assigned to conduct on-site training will work to secure the most cost-effective arrangements for these items.</p> <p>If you need a travel expenses estimate before committing to on-site training, please let us know, and we will do our best to approximate those costs.</p>	estimated
		Total Estimated Costs	

We expect training to take place between 8 a.m. and 6 p.m. local time. Arrangements can be made ahead of time to accommodate your staff schedule and Suran staff travel when possible.

Deposit: A Suran Systems representative will contact you to arrange for on-site training. Once a date(s) has been agreed upon, Suran Systems, Inc. will send a written confirmation via email. A non-refundable deposit of 25% of training costs will be due once confirmed. In addition, if an airline ticket is needed to complete travel arrangements, the cost of the ticket will be due at the same time as the deposit. The balance of training and travel costs will be invoiced after the event.

Cancellation: If an on-site training event must be cancelled, the client will be responsible for any expenses incurred as a result of the cancellation (e.g., airline plane change fee or prepaid hotel charges if such charges cannot be cancelled).

Typed name or signature indicates acceptance of above estimated cost:

Name _____ Date: _____