

31 July 2007

Dear Mr. xxxxx

Please find attached our proposed Agreement for the Provision of Educational Services for a three-week Offshore Training Methods and Management Programme.

The agreement outlines the programme and the course related obligations of both xxxxx and ooooooo. The key points of the agreement are:

- Term of the Course: x August to x August 2007
- Maximum of 24 students enrolled in Course
- Students to be enrolled in Course by x July 2007
- Total Course Fee (including GST) is \$xxxxxx
 - Ten percent (10%) of the total Fee payable by x June 2007
 - Eighty percent (80%) of the total Fee payable by x July 2007
 - Remaining ten percent (10%) of the total Fee payable will be made on x August 2007

If possible, please return any queries or changes you would like to make to the agreement by Friday, x May as Mr xxxxxxxx is leaving for China on Friday, x June and we would like for him to bring the original agreement for signing to you.

In addition, we have tentatively booked, on your behalf, twelve (12) studio apartments for the period from x August to x August with Empire Apartments. Mr H, Manager of Empire Apartments has requested that you forward a ten percent (10%) non-refundable deposit to secure the apartments for the group by x June 2007. Mr H has also advised that it is the Empire's policy that as short term guests (staying less than one month) that payment for the apartments is to be paid in full when you check in on x August. Mr H's email address is xxx@xxxx.co.nz should you wish to correspond with him directly.

Once again, we are delighted you have selected xxxxxxxx for your Offshore Management Programme and look forward to welcoming you in August.

Kind Regards,

.....
Dr xxxxxx
Director Executive Education

x先生，x先生

请查收随函寄去的我方为贵方的三周境外培训方法与管理专题研究班提供培训服务的协议草案书。

该协议概括了在培训项目和课程方面我们双方各自的责任。以下为该协议的要点：

- 培训课期限：从2007年x月x日至2007年x月x日
- 参加培训班的人数最多不超过24位学员
- 2007年x月x日前学员注册工作完成
- 含税的总项目费为\$\$\$\$\$新元
 - 2007年x月x日前支付总项目费的10%
 - 2007年x月x日前支付总项目费的80%
 - 总项目费的其余10%于2007年x月x日支付

xxx先生将于x月x日星期五离开新西兰到中国，我们希望xxx先生能带上协议书的原件给你们签署。如果可能，请于x月x日星期五前回复贵方就协议准备问的问题和做的更改。

另外，我方已代表贵方在帝国公寓酒店为2007年x月x日至x月x日暂时先定了12间Studio公寓。帝国公寓酒店经理xx先生要求贵方于2007年x月x日前缴纳总房费的10%作为不退还的房间定金。x先生还通知，根据帝国公寓酒店的规定，少于一个月的短期租客须在x月x日入住时付清全部房费。徐先生的电子邮箱地址是 xxxx@xxxx.co.nz。如果贵方想联系x先生，可直接给他发电子邮件。

再次感谢贵方选择了xxxx承担贵方的境外培训项目，期待着八月份欢迎你们。

致以良好的问候！

高级管理人员培训中心主任

xx • xxx博士

2007年6月27日