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Source/Procedencia :	Centre du Commerce International CNUCED/OMC International Trade Centre UNCTAD/WTO Centro de Comercio Internacional UNCTAD/OMC
	Palais des Nations 1211 Genève 10 Suisse
Tél/Tel :	(41-22)730 01 11
Fax :	(41-22)733 44 39
Web :	www.intracen.org
✉	itcreg@intracen.org

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Memorandum of Understanding between [company A] and [company B]

[Company A], based at [adress] at one side and [Company B] based at [address] on the other side would agree to the following terms of reference in the course of conducting Training Programs at [company B's country].

1. The Scope of Services

Subject: [Title of the Training Programs]
Areas to be covered: [...]

2. Services to be provided by [Company B] for conduct of the Training Programs:

a) Infrastructure and Logistic requirement

- ...
- ...
- ...

b) Logistic facilities

- ...
- ...
- ...

3. Services to be provided by [Company A]

a) Provision of faculty and conduct of training

- ...
- ...
- ...

4. Agreement

The above services will come to force only if both parties mutually agree to the cost and may go for final agreement between the two companies or implement the Training programs on a project to project basis.

This understanding remains valid till a final agreement is so agreed and materialized among both companies. The scope of the services varies the cost shall also vary accordingly or as shall be agreed upon.

Signed by:

date:

[name, title]
[company A]
[tel, fax, e-mail]

[name, title]
[company B]
[tel, fax, e-mail]