



Dear Consultant:

Thank you for applying to join MANTEC's Consultant Database.

MANTEC's database consists of consultants who bring skill sets to the needs of our manufacturing clients. We match company needs with one or more qualified consultants and we do not typically market individual consultants or trainers. The company always selects the consultant(s) of its choice.

Please complete the attached documents and return to MANTEC via mail, e-mail, or fax. These may also be located at [http://mantec.org/#mantec\\_consultants.cfm](http://mantec.org/#mantec_consultants.cfm).

**NOTE 1: In order to reduce the financial risk to MANTEC and to ensure that you are paid in a timely manner, we may deduct a 10 percent Project Management Fee from consulting fees on each invoice submitted to MANTEC for payment. This Project Management Fee will be waived if a project is the result of your referral of a company to MANTEC.**

**NOTE 2: Expenses will be reimbursed at 100 percent.**

**NOTE 3: Payment normally occurs within 30 days of invoice receipt, provided all necessary documentation has been furnished. Invoices cannot be processed until all Consultant Database registration documents have been completed and contract documents are in place for projects initiated.**

Thank you and we look forward to working with you!