# DATE

Someone, AD

Some High School

Some Street

Some City, ST

Dear Someone,

Thank you for the opportunity to submit a proposal for athletic training services for the school year 20XX/20XX. As per the discussions today, I have included in this proposal a brief synopsis of the contract for the next year.

YOUR BUSINESS NAME is a national Rehabilitation company that has a vast amount of experience providing rehabilitation, *add a statement about your company, location, size, etc…*

YOUR BUSINESS NAME is offering a variety of services to the community including Athletic Training Services. Our Athletic Training Services are provided to middle schools, high schools, colleges, universities, and professional teams. We tailor each contract to meet the individual school or team’s needs. This can be accomplished by providing event coverage only, part time coverage (20 – 25 hours per week), or full time coverage (30 - 35 hours per week).

With a part or full time contract with YOUR BUSINESS NAME, the athletic trainer would be available to the school on an average of the specified hours per week, up to 6 days per week as dictated by the athletic director. The athletic trainer would be responsible for injury assessment, pre game and practice taping, game coverage, documentation, and follow up with parents, coaches, and physicians. Along with these general services, the athletic trainer would be available for sport specific training in the weight room, a student athletic trainer’s program, inservices to staff, coaches, and parents, nutritional counseling, and conditioning programs in conjunction with your strength and conditioning coach. Event coverage would be for pre game taping, event coverage, and injury assessment only.

YOUR BUSINESS NAME is responsible for all benefits and liability insurances for their athletic trainers. The costs for School would be as follows:

* **Full Time** (Average of 35 hours per week), not to exceed 1400 hours for the school year is $xx,x00.00 for the 20xx / 20xx school year. Each year’s contract is to be invoiced out in three parts to **NAME OF** School at the beginning of each sports season.
* **Full Time** (Average of 30 hours per week), not to exceed 1200 hours for the school year is $x0,000.00 for the 20xx / 20xx school year. Each year’s contract is to be invoiced out in three parts to NAME OF High School at the beginning of each sports season.
* **Part Time** (Average of 25 hours per week), not to exceed 1000 hours for the school year is $xx,000.00 for the 20xx/20xx School year. Each year’s contract is to be invoiced out in three parts to NAME OF High School at the beginning of each sports season.
* **Part Time** (Average of 20 hours per week), not to exceed 800 hours for the school year is $xx,000.00 for the 20xx/20xx School year. Each year’s contract is to be invoiced out in three parts to NAME OF High School at the beginning of each sports season.
* **Event Coverage** (Game Days) is $x0.00 per hour.

We can also tailor your contract to be more specific if need be. We also do multi year contracts. This would allow for you to appropriately budget for the next two to three years, as well as you would allow for consistency of coverage.

Thank you again for the opportunity to propose this contract with NAME OF High School. If you have any questions, please feel free to contact me at PHONE NUMBER.

Sincerely,

YOUR NAME AND TITLE