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5272 Meadow Estates Dr. ■ Fairfax, VA 22030 ■ (703) 988-0088 ■ FAX: (703) 478-6833 ■ [www.PDHonline.org](http://www.PDHonline.org)

December 10, 2017

Mr. Nancy Cronin  
11 Marion Way  
Jericho VT 05465

Re: PDH Course Provider Agreement & W-9 Form

Dear Ms. Cronin:

Thank you for joining [PDHonline.org](http://PDHonline.org)/[PDHcenter.com](http://PDHcenter.com).

As a PDH course provider, you will be treated as an independent consultant for income tax purpose. Therefore, you will receive Form 1099-MISC from PDHonline.org, Inc. each year if your PDHonline income exceeds \$600 in that year.

Please mail a copy of the signed agreement in its entirety and the completed Form W-9 at your convenience.

Please contact me by phone or email if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John Huang". The signature is written in a cursive style.

John C. Huang, Ph.D, PE  
President  
[john@PDHonline.org](mailto:john@PDHonline.org)

Encl.