

## Offer and Negotiation of Changes

Example of Offer Email, Negotiated Changes, and Acceptance

**From:** david.wallace@scrantonicity.com  
**Sent:** Monday, July 16, 2018 9:08 AM  
**To:** beeslyfam23@gmail.com; offers@krva.org  
**Subject:** Scrantonicity Volleyball Club

PLAYER NAME: Pam Beesly  
CLUB NAME: Scrantonicity Volleyball Club

2018-19 CLUB SEASON

Dear Beesly Family,

We are pleased to offer Pam Beesly a spot with Scrantonicity Volleyball Club for the upcoming 2018-19 club volleyball season. Because you played for our club last season, you are eligible to receive this **Pre-Season Commitment Offer**.

If you accept this offer, **it will be binding when you REPLY ALL to this email**. You are guaranteed a spot with the club and will be committed to Scrantonicity Volleyball Club for the entire 2018-19 season. The club is also bound by this offer and the details of this email.

The cost of the club will range from: \$1,400 to \$1,700 for the season and that cost will include: uniforms, 6-8 tournaments, practices, coaching fees, and the end of the season club picnic.

*If you accept this offer, Scrantonicity can guarantee the following for the 2018-19 season:*

- 2 practices per week (weather permitting)
- 10-12 players on the roster

You have 48 hours to respond with your acceptance or declination from the time stamp on this email. You must respond to this email, your decision must be in writing, and you must have [offers@krva.org](mailto:offers@krva.org) in the CC line in order for this offer to be valid.

We look forward to hearing from you soon!

Thank you,

David Wallace

Scrantonicity Club Director

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**From:** beeslyfam23@gmail.com  
**Sent:** Tuesday, July 17, 2018 6:43 PM  
**To:** david.wallace@scrantonicity.com; offers@krva.org  
**Subject:** RE: Scrantonicity Volleyball Club

Mr. Wallace,

**Commented [k1]:** Sent within dates allowed for pre-season commitment offers to be extended

**Commented [k2]:** [Offers@krva.org](mailto:offers@krva.org) is CC'd in the initial offer letter

**Commented [k3]:** Subject Line must be the full name of the club

**Commented [k4]:** Player Name clearly stated

**Commented [k5]:** Range of cost listed for the club

**Commented [k6]:** This section is completely optional to the club and what details they want to include or are negotiated by the parents.

**Commented [k7]:** Timeframe to accept or decline

**Commented [k8]:** Response within 48 hours

**Commented [k9]:** [Offers@krva.org](mailto:offers@krva.org) was copied on the response, making the response and offer binding if accepted.

**Commented [k10]:** Replied in original offer string of emails

Thank you so much for extending the offer to Pam! She is very excited about being offered a Pre-Season Club Commitment Offer.

However, in order to commit we would like to have the offer state how many coaches Pam will have for the season and what team she will be on.

**Commented [k11]:** Terms for negotiation

We would like to decline this offer at this time, but we will commit to the Scrantonicity Volleyball Club for the 2018-19 season if a revised offer is sent with the requested information included.

**Commented [k12]:** Decline of offer clearly stated, negotiating of terms begin

Thank you,

Helene Beesly

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**From:** david.wallace@scrantonicity.com  
**Sent:** Tuesday, July 17, 2018 9:55 PM  
**To:** beeslyfam23@gmail.com; offers@krva.org  
**Subject:** RE: Scrantonicity Volleyball Club

**Commented [k13]:** Offers@krva.org is CC'd in the initial offer letter

**Commented [k14]:** Replied in original offer string of emails

Helene,

Thank you for your response. We cannot guarantee a specific number of coaches at this time, but we can give you a range of 2-3.

As for the team, we would like to offer Pam a spot on the 17-2's team. She was on our 16-2's team last year and we think she will be a great fit for the upcoming season as well.

We will reissue a new offer in the morning and you can respond to that.

Thank you,

David Wallace

Scrantonicity Club Director

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**From:** david.wallace@scrantonicity.com  
**Sent:** Wednesday, July 19, 2018 8:32 AM  
**To:** beeslyfam23@gmail.com; offers@krva.org  
**Subject:** RE: Scrantonicity Volleyball Club

**Commented [k15]:** Sent within dates allowed for pre-season commitment offers to be extended

**Commented [k16]:** Offers@krva.org is CC'd in the initial offer letter

PLAYER NAME: Pam Beesly  
CLUB NAME: Scrantonicity Volleyball Club

**Commented [k17]:** Replied in original offer string of emails  
Full name of club in subject line

2018-19 CLUB SEASON

**Commented [k18]:** Player Name clearly stated

Dear Beesly Family,

We are pleased to offer Pam Beesly a spot with Scrantoncity Volleyball Club for the upcoming 2018-19 club volleyball season. Because you played for our club last season, you are eligible to receive this **Pre-Season Commitment Offer**.

If you accept this offer, **it will be binding when you REPLY ALL to this email**. You are guaranteed a spot with the club and will be committed to Scrantoncity Volleyball Club for the entire 2018-19 season. The club is also bound by this offer and the details of this email.

The cost of the club will range from: \$1,400 to \$1,700 for the season and that cost will include: uniforms, 6-8 tournaments, practices, coaching fees, and the end of the season club picnic.

*If you accept this offer, Scrantoncity can guarantee the following for the 2018-19 season:*

- Roster spot on the 17-2's team
- 2-3 Coaches
- 2 practices per week (weather permitting)
- 10-12 players on the roster

You have 48 hours to respond with your acceptance or declination from the time stamp on this email. You must respond to this email, your decision must be in writing, and you must have [offers@krva.org](mailto:offers@krva.org) in the CC line in order for this offer to be valid.

We look forward to hearing from you soon!

Thank you,

David Wallace

Scrantoncity Club Director

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**From:** beeslyfam23@gmail.com

**Sent:** Wednesday, July 19, 2018 7:16 PM

**To:** david.wallace@scrantoncity.com; offers@krva.org

**Subject:** RE: Scrantoncity Volleyball Club

Mr. Wallace,

Thank you for making those changes!

We talked it over with Pam and she would like to accept your offer to be part of Scrantoncity Volleyball Club on the 17-2's for the 2018-19 season.

Thank you,

Helene Beesly

**Commented [k19]:** The negotiated terms were added here, along with all of the details from the first offer.

**Commented [k20]:** Timeframe to accept or decline

**Commented [k21]:** Responded within 48 hours

**Commented [k22]:** [Offers@krva.org](mailto:offers@krva.org) was copied on the response, making the response and offer binding if accepted.

**Commented [k23]:** Clearly stated acceptance