

LETTER OF AGREEMENT

(TO CONFIRM A DATE PLEASE COMPLETE, SIGN AND RETURN ONE COPY)

SPEAKER: _____ Client: _____
Authorized Representative: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Business Phone: _____ Home Phone: _____ Fax Phone: _____

PROGRAM: Please complete all details on each presentation to be given.

PRESENTATION #1: -Title: _____ Date: _____
Presentation Location: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Site Phone: _____ Size of Audience: _____ Audience Description: _____
Length of Program: _____ Start time: _____ Ending Time: _____

PRESENTATION #2: -Title: _____ Date: _____
Presentation Location: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Site Phone: _____ Size of Audience: _____ Audience Description: _____
Length of Program: _____ Start time: _____ Ending Time: _____

PRESENTATION #3: -Title: _____ Date: _____
Presentation Location: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Site Phone: _____ Size of Audience: _____ Audience Description: _____
Length of Program: _____ Start time: _____ Ending Time: _____

PRESENTATION #4: -Title: _____ Date: _____
Presentation Location: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Site Phone: _____ Size of Audience: _____ Audience Description: _____
Length of Program: _____ Start time: _____ Ending Time: _____

PRESENTATION #5: -Title: _____ Date: _____
Presentation Location: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Site Phone: _____ Size of Audience: _____ Audience Description: _____
Length of Program: _____ Start time: _____ Ending Time: _____

LETTER OF AGREEMENT continued

SPEAKING FEE: _____

Plus expenses (Coach Class round-trip **airfare, ground** travel, tips, food, **lodging and duplication of necessary handouts**).

ENCLOSED DEPOSIT: _____

(50% of the speaking fee is required as a non-refundable confirmation deposit and should be returned with this signed letter of agreement. Without the deposit, the date is **not confirmed and can be** booked by another client.)

The Balance of the Speaking Fee is due on the date of service or for an additional \$100, may be paid within 30 days. (Expenses will be Billed).

If this agreement is canceled by the client and the date is not resold, the following scheduled percentage of the fee will be charged from the time written notification is received at the offices of *[insert company/speaker name]*

0- 10 working days prior to the scheduled engagement = 100% of fee

11-20 working days prior to the scheduled engagement = 75% of fee

21 -30 working days prior to the scheduled engagement = 50% of fee

TRANSPORTATION / ACCOMMODATIONS:

[insert company/speaker name] will be responsible for making all flight reservations. Efforts will be made to utilize the very lowest rates and upgrade features whenever possible. It is preferred the client transport the speaker to and from the airport to the hotel as well as to the speaking engagement. If this is not possible, please inform *[insert company/speaker name]* and we will make arrangements for car rental services. Please specify whether this service will be needed so that arrangements may be made prior to the speaker's flight.

Nearest Airport: _____

Number of Miles from Airport to Event: _____

Car Rental Needed? _____ Please Specify _____

PLEASE ATTACH DIRECTIONS TO THE EVENT
PLEASE ARRANGE FOR HOTEL RESERVATIONS
(Preferably the same hotel where meeting is to be held)

Name of the Hotel: _____ Confirmation Number _____

Hotel Phone: _____ Address: _____

City: _____ State: _____ Zip: _____

The presenter needs a room for _____ night(s) and _____ day(s).

Arrival date _____ Departing date _____ It is important to guarantee the

room. Please reserve a queen or king size bed and a quiet, non-smoking room.

LETTER OF AGREEMENT continued

RELATED MERCHANDISING MATERIALS

[*insert company/speaker name*] has developed a series of related tapes and other materials that will assist people in their personal growth and professional development. For local presentations, we will bring the materials ourselves on the date of the engagement. For out-of-state presentations, we may ship the materials.

ρ [*insert company/speaker name*] will bring the materials

ρ [*insert company/speaker name*] will ship materials and needs someone to receive the shipment

For advance shipping the responsible recipient is:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Home Phone: _____

We would prefer the shipping recipient be the same person responsible for ensuring that tapes and materials arrive at the seminar site, that appropriate number of tables / chairs are set up and that any unsold products be shipped back to [*insert company/speaker name*] C.O.D. In addition we request that he or she (or designee) assist the speaker in the sales of related tapes and materials.

Initial the following to show your acceptance:

ρ **PLEASE RETURN THE MASTERS OF THE HANDOUTS BY MAIL OR GIVE TO THE PRESENTER ON THE DATE OF THE PRESENTATION.**

ρ **PLEASE SEND COPIES OF ANY PROGRAMS OR PUBLICITY MATERIALS.**

ρ **TAPING OR FILMING OF PRESENTATION IS PERMITTED ONLY WITH PRIOR WRITTEN PERMISSION.**

ρ **PLEASE HAVE THE FINAL CHECK FOR THE SPEAKING FEE READY ON THE DATE OF SERVICE. LATE PAYMENT WILL BE SUBJECT TO A SERVICE CHARGE.**

ρ **PLEASE COMPLETE. SIGN AND RETURN THIS LETTER OF AGREEMENT TO THE OFFICE OF [*insert company/speaker name*] WITHIN 14 DAYS. PLEASE RETAIN A COPY FOR YOUR FILES.**

Speaker / Trainer _____ Date _____

Client Representative _____ Date _____

A signature of the contact person or a responsible person is necessary for this letter of agreement to be valid.

LETTER OF AGREEMENT

CLIENT: title~ first name~ last name ~ SPEAKER:
company~
address~
city~, state~ zip code~ DATE: DATE~
PHONE: work phone~ AUDIENCE:
TOPIC: program~
LOCATION: location~

FEE: amount~

It is agreed that _____ on behalf of _____ will present the above mentioned program.

50% of the fee will be due upon acceptance of this agreement, and the balance due date of presentation.

In the event of cancellation by you, the client, within 30 days prior to the engagement, *[insert company/speaker name]* agrees to apply the deposit paid to a rescheduled appearance, providing the rescheduled date is confirmed within sixty (60) days of the original date of appearance referred to above. If the rescheduling is not possible, we will refund the deposit paid *if* the speaker involved is able to re-book the date for another client.

SPECIAL REQUEST:

1. It is understood that the speaker may not be recorded, taped or filmed without express written permission from *[insert company/speaker name]*
2. Please send us a copy of all promo material going out to your attendees (as well as material on your group/company/association) so that the speaker can be more aware of the event and the group.
3. Equipment needed for presentation:
 - (2) overhead projectors w/screen (1 per workshop)
 - slide projector w/screen (keynote)
 - sufficient microphone depending on room size
 - (2) flip charts for workshops

THE ABOVE CONTRACT IS AGREED TO AND ACCEPTED BY:

February 23, 2003

(name)

Date

(position)

PERFORMANCE CONFIRMATION

DATE SENT: December 6, 1996

TO:

RE: Your Meeting

PERFORMANCE DATE(S): January 1, 1997

TIME: 1:00 PM to 2:00 PM

LOCATION: The Plaza Hotel
New York, NY

DESCRIPTION: One hour presentation.

COST: \$0,000.00 A 50% deposit is required upon signing this agreement. Balance plus expenses to be invoiced after presentation.

Client agrees that no part of performance shall be audio or video taped without written permission from *[insert company/speaker name]*.

A cancellation of an engagement causes loss of income that cannot be recaptured. Therefore, if this engagement is canceled and the date(s) not resold, a percentage of the fee will remain due and payable to *[insert company/speaker name]*. From the date written notice is received, the following percentage of fee will be due and payable:

1. 60 days or less before the engagement, 100%
2. 61 to 90 days prior to the engagement, 75%
3. 90 to 190 days prior to the engagement, 50%

THANK YOU FOR USING *[insert company/speaker name]* PRESENTATIONS.
PLEASE SIGN AND RETURN ONE COPY.

APPROVED:_____

DATE:_____ DATE:_____