

Speaking Fees

keynotes:

Standard fee

workshops:

Half-day presentations

Full-day presentations

expenses:

Lowest, full refundable coach airfare*, ground transportation, meals not to exceed \$50.00 per diem. No other miscellaneous expenses will be charged to the client.

hotel:

A room with a guaranteed late arrival for the evening prior to the program. Please arrange for _____ to have the use of her/his hotel room for two hours following the end of her/his presentation.

A room on a lower floor close to the elevator is preferred.

cancellation:

There will be a 25% charge for any booking canceled within 30 days of the event. All other cancellations are fully refundable.

payment:

One half of the fee is required to confirm the speaking date. Balance is due 2 weeks prior to date of the program. Expenses will be billed.

** Airfare will be prorated if trip is part of a multiple city tour.*

SCHEDULE OF FEES

ALL FEES MUST BE PAID IN US FUNDS

It is the intention of _____ to provide the best quality education at the lowest possible expense to you. It must be remembered that an addition to the educational value of services rendered, your organization is buying the time of this agency and its agents. All preparation time and travel must be compensated. Any questions concerning fees should be directed to this office.

CONSULTING: _____ NEEDS ASSESSMENT DAY: _____

PRESENTATION TIME	INVESTMENT
Keynote(up to 90 minutes)	_____
Up to six consecutive hours	_____
Additional hours	_____

Additional Consecutive days are discounted _____

*Six consecutive hours are equal to one day.
PRESENTATION TIME* Starts at the beginning of the actual presentation and ends at the end of that day's presentation.
Prices for customized tapes and workbooks are available upon request.
Rates for special engagements, keynotes and dinners available upon request.

To secure a date, a non-refundable retainer of 50% is required before confirmation and before further material can be developed and sent.

In addition top all fees quoted above, expenses are billed as follows:

Mileage @ .30 per mile	Coach Class Air Travel
Per Diem @ \$ 30 per day	Lodging (billed directly to sponsor)
Airport Parking Fees @ \$ _____ per day	Car Rental
Extra Travel date (beyond one) @ \$ _____	Cost of optional support material

THIS FEE SCHEDULE IS EFFECTIVE AUGUST 1, 2003 THROUGH
AUGUST 1, 2004. NO CHANGES WILL BE MADE AFTER AN
AGREEMENT HAS BEEN REACHED AND CONFIRMED.

**FEES ARE PAYABLE ON OR BEFORE DATE OF SERVICES
FAILURE TO PAY BY THE PRESENTATION
WILL RESULT IN A PER MONTH LATE FEE.**

PROGRAM FEES

Fee is all inclusive, except for lodging. Airfare, ground transportation, meals, miscellaneous tips and expenses are all included.

There are no surprises.

STATE OF FLORIDA

EASTERN U. S.

(Eastern time zone)

MID CENTRAL U. S.

(Central time zone)

WEST COAST U. S.

(Pacific time zone)

**ALL OTHER
LOCATIONS**

**Fees adjusted based on travel and time away from base.
Please call for specifics.**

**MULTIPLE
PRESENTATIONS**

**Additional programs same event. Same day add 25%.
Next day add 50%**

LODGING

**Double room, non-smoking. Prefer near elevator.
Please have room and tax billed to master account.**

**DEPOSITS AND
CANCELLATION
POLICY**

**One half of the fee is required to confirm the speaking
date. Balance of fee due on date of program. If
program is canceled by client and not rescheduled,
deposit will be full and complete settlement.**

**AUDIO AND
VIDEO
RECORDING**

In most cases, permissible with _____ approval.

TAX ID #