

Engagement Agreement for Ms. Speaks

Sponsoring Organization: _____

Address: _____

Contact: _____

Business Phone: _____ Home Phone: _____

Fax: _____ Email: _____

Date & Time of Presentation: _____

Location of Presentation: _____

Title of Program: _____

Agreement Due Back By: _____

PLEASE BOOK & CONFIRM HOTEL ROOM (non-smoking) w/King
or Queen Bed - Reserved for late arrival (Billed to Client's Master Acct.)

Hotel: _____

Address: _____

Phone: _____ Confirmation # _____

Airport: _____

Fee Investment: _____

Fee payable and due on the day of program to Ms. Speaks

Conditions of Agreement:

1. Audio and Video Recorders may be used during the presentation with permission of Ms. Speaks.
2. If this engagement is cancelled by the sponsoring organization, the following fee schedule will be in effect from the time notification is received at the office of Ms. Speaks.
 - Percentage of the fee due if the engagement is cancelled: 30 days or less before the engagement (75%); 31-60 days prior (50%); 61-90 days prior (25%); 91-120 days prior (10%).
3. Please secure an excellent sound system, and, if possible, a hand-held cordless mic or one with 50 feet of cord.
4. Ms. Speaks believes in continuous reinforcement of ideas is the best way to learn and she will make her books available to program participants following his program. She will never "hard sell."

THE ABOVE INFORMATION IS AGREED TO AND ACCEPTED BY:

PRESENTER: _____
(signature)

CLIENT: _____
(signature)

DATE: _____

DATE: _____