

Official Contract Agreement Letter Example

(Date)

(Name)

(Address)

RE: Confirmation Letter

Dear (Name):

This letter will serve as a confirmation of your conversation with Mr. Speak, and as a letter of agreement. Mr. Speak will speak to your group according to the following details:

DATE:

CITY:

PLACE:

SUBJECT:

TITLE:

TIME:

HOLDING DATES: Please see note # 1

CANCELLATIONS: Please see note #2

RECORDINGS: Please see note #3

ROOM SET UP: Please see note #4

TRAVEL: Includes expenses for round-trip unrestricted coach airfare from Hometown, NY, ground transportation, meals and tips. Expenses will be submitted under a separate cover.

HOTEL: Arrangements to be made by the client and direct-billed to the client's master account. Please reserve a king-sized, non-smoking room, with late check-out approved, and late arrival guaranteed. Mr. Speak will check in the evening before the event.

FEE QUOTED: _____

Does Not Include:

1. Travel
2. Audio-visual equipment
3. Reproduction of handout material
4. Copyrighted educational materials, and books
5. Hotel and meals

Latest Book: *Mr. Speak Speaks*

Mr. Speak's latest book reinforces the concepts she will be presenting to your group. Because attendees often want to learn more or reinforce what they have just learned, you may wish to purchase copies for all attendees to be presented on site (volume discounts available), or allow copies and support materials to be sold after the presentation.

Fee: _____

Educational Materials: _____

PAYMENT METHOD: Please check the method of payment desired, sign and fax this page to our offices immediately.

- 1. One half now (\$_____ due by _____), and one half on the day of delivery of the presentation.
- 2. A check for the total amount (\$_____) is enclosed (received by _____). If this option is chosen, your organization is granted a 5% discount from the regular fee amount of \$_____.

If there is anything in this Letter of Agreement about which you have any questions or would like additional information, please call Mr. Speak at 800-555-1234. If everything is satisfactory, please sign one copy of the agreement and return it immediately by fax (Fax: 800-555-XXXX) to hold the date(s), then mail a hard copy with payment.

Cordially,

Mr. Speak

Agreed and accepted _____ Date _____

NOTES

1. **Holding Dates:** Because of the numerous inquiries we receive, and our desire to serve clients with an immediate answer, we do not hold dates. If the Letter of Agreement is not returned in one week, this (these) date(s) will be considered open.

2. **Cancellation:** If this agreement is canceled by the group, the following schedule of percent of fee will be in effect from the time written notification is received at the office of Mr. Speaker. Any expenses incurred for the development of the session will be due in full.

90 days or less before engagement	100%
91-120 days	75%
121-180 days	50%
181-360 days	25%

If the engagement is postponed, and notice is received in 11 days or more and rebooked within 30 days, 25% of the deposit will be applied to the new date. If notice is received in less than 11 days, the full deposit will be forfeited.

Mr. Speak has never canceled an engagement, been late, or failed to appear for an engagement. If this should occur, you will be sent a full refund for the amount of your check submitted with the Letter of Agreement. If educational materials were purchased, you will have the option to keep the materials or receive a refund.

3. **Recording:** The fee quoted is based on the fact that there will be no audio or visual recordings made of the presentation. Permission for the audio and/or visual recordings, for non-commercial use, must be made through Mr. Speak, Inc. and a charge starting at \$1,000 for audio and \$5,000 for visual will be added to the quote listed. Announcement will be made reminding the audience that no recording is permitted.

4. **Room Set Up:** The ideal setting for this interactive session is: Rounds with no more than 6 participants per table; name badges or tent cards (Please write first name VERY LARGE); LCD projector on a 6 foot table; screen; 1 flip chart; wireless lapel mic. For keynotes and presentations at conferences, Mr. Speak is very flexible. Your general setup will be fine. Be sure to discuss it ahead of time with Mr. Speak.