

Letter of Agreement

This agreement is between: Client Company; hereafter referred to as CLIENT and Speaker(s), hereafter referred to as Tim and Julie Harris.

Description of Services

Tim and Julie Harris will:

- Present a program titled _____ for CLIENT's event _____(event name) on _____(event date).
- Customize the program, as needed, to fit the needs of the CLIENT.
- Provide materials for attendees' use only. Materials are copyrighted, and unless specified in the materials or in writing, reproduction of any portion is prohibited.

Honorarium

CLIENT will provide Tim and Julie Harris an honorarium in the amount of \$27,000 to \$35,000 which will be paid according to the following schedule:

- Deposit due: 50% of agreed upon fee, due at time of agreement signing.
- Balance: 50% due date of presentation.

The pricing table below contains a detailed cost breakdown for each of our key areas of responsibility.

Expenses

Expenses for Tim and Julie Harris travel and other incidental items will be billed after the event, reimbursed within 30 days after event, and include:

- Air travel from Austin, TX to Event Location (First Class Airfare chosen by Tim and Julie Harris)
- Ground transportation chosen by Tim and Julie Harris
- Food and gratuities,
Hotel accommodations or short term rental home shall be made by Tim and Julie Harris and billed to CLIENT at CLIENT business address.

Postponement or Cancellation

Once a presentation date is established, Tim and Julie Harris expends time and resources on CLIENT's behalf. As a result, Tim and Julie Harris charge

a cancellation fee to recover upfront expenditures and/or losses that may occur by not scheduling other business on CLIENT's event date.

Should the presentation be postponed or cancelled for any reason, the following fee schedule shall apply:

- Less than 30 days before event: 100% fee will be charged
- Between 30 – 60 days before event: 50% fee will be charged
- More than 60 days before event: no fee charged
- All venue rental and catering expenses for event shall be incurred by CLIENT.

Audio & Video Recording

CLIENT may record all or part of Tim and Julie Harris presentation. Should CLIENT record the presentation, Tim and Julie Harris require delivery of a master copy of the recording within 30 days after event close. CLIENT may distribute copies of our presentation to internal staff, but may not sell copies. Should CLIENT wish to make other recording or distribution arrangements, a separate agreement will be required.

Agreement Execution

Simply review and sign below. Call or email any questions.

Tim Harris date

Julie Harris date

Client date