



Beacon Literary Services

#5-300 Maude Road
Port Moody, BC
V3H 2X6, Canada

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www.beaconlit.com
BN: 85068 5991

CONTRACT (50..) FOR SPEAKING SERVICES

DATE OF ISSUE:

NAME OF ORGANIZATION:

STREET ADDRESS:

AUTHORIZED CONTACT:

BUSINESS PHONE:

E-MAIL:

HOME PHONE:

BUSINESS FAX:

(confidential, for emergency access only)

PROGRAM INFORMATION

PROGRAM DAY(S) / DATE(S):

START AND END TIMES:

PRESENTATION TITLE(S):

NUMBER/TYPE OF PARTICIPANTS:

PRESENTATION STREET ADDRESS:

SITE PHONE:

HANDOUTS:

ACCOMMODATION (hotel):

(to be secured by the client, where applicable)

HOTEL PHONE:

HOTEL ADDRESS:

..../2

ROOM SET-UP AND EQUIPMENT

Ground-floor room – classroom style with enough tables and chairs
Projection screen placed in a corner of room at an angle or off-set from centre
Extension cord with at least 2 outlets for 3 pronged plugs
Lapel microphone for groups of more than 45
A table at the front of room for speaker's LCD projector and laptop, etc.
A high stool (lab stool) for the speaker
A table at the back or side of room for speaker's materials

Julie and Murray like to be introduced and will provide a short, written introduction for the person designated this task if s/he wishes to use it.

FINANCIAL AGREEMENT FOR CONTRACT #50..

Statement of account and invoice will be issued just prior to the event

FEE:

+ GST (5%):

TOTAL FEE:

DEPOSIT: (50% of fee, excl. GST)

DEPOSIT DUE DATE: Not later than

...**TRAVEL EXPENSES**, if applicable, will be billed on a separate invoice (with receipts) after the event.

CANCELLATION TERMS:

- If the speaker is unable to appear at your event, the speaker will fully refund any fees paid by the client;
- If the client cancels the program, in writing, sixty (60) or more days before the engagement and does NOT reschedule, the deposit will be deemed full and complete payment;
- If the client cancels the program within 30 days of the engagement and does NOT reschedule, the client will be liable for the remainder of the fee.

SPEAKING CONTRACT # 5... CONFIRMED AND AGREED TO BY:

Speaker:



Client:

Date:

Date:

Please return one signed copy by fax or mail (plus deposit) to *Beacon Literary Services*.

THE FINE PRINT

1. Julie H. Ferguson (*Beacon Literary Services*) agrees to abide by the Professional Speakers' Code of Ethics at all times, as defined by the Canadian Association of Professional Speakers.
2. The quoted fee includes all research, planning, program design, customization, and creation of master copies of the program materials. (*Beacon Literary Services* will (e)mail the hand-outs for duplication prior to the engagement, unless otherwise arranged.)
3. The client is responsible for the venue, equipment (other than speaker's laptop computer and LCD projector), and refreshments.
4. **A deposit of 50% of the agreed fee is payable upon signing and return of this contract to *Beacon Literary Services* and will serve as confirmation of this agreement and this speaking engagement.**
5. **The balance of the fee is due and payable at the conclusion of the engagement.** Overdue accounts will be charged at the rate of 1.5% per month of the total fee until remitted.
6. The client agrees to pay the speaker's travel and accommodation expenses (if applicable), in addition to the program fee. The speaker will book air travel (coach) from Vancouver, unless otherwise arranged with the client; clients will book accommodations. If more than one engagement can be arranged in a city with different clients, the travel costs are shared between the clients equally and the accommodations and meals proportionately. Mileage is charged at \$0.45/km.
Beacon Literary Services will bill these expenses separately (with receipts) following the speaking engagement(s).

PLEASE NOTE: No travel expenses are charged within the Lower Mainland of Vancouver, British Columbia, Canada.
7. Cheques are payable to *Beacon Literary Services*.
8. GST will be added to the fee and reimbursable expenses at the time of invoicing.
9. **All presentations are copyrighted and no audio- or video-recording in part or whole is permitted.**
10. This contract permits the speaker to display print and CD-ROM materials at the presentation for purchase by the participants
11. **CANCELLATION TERMS:**
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 - If the client cancels the program, in writing, sixty (60) or more days before the engagement and does NOT reschedule, the deposit will be deemed full and complete payment;
 - If the client cancels the program within 30 days of the engagement and does NOT reschedule, the client will be liable for the remainder of the fee.