

CONTRACT FOR SPEAKER/TRAINER ENGAGEMENT

This is an agreement between Igniting Performance and
for the professional services of Michael Hoffman – Igniting Performance.

Billing Address:

Phone#:

FAX:

E-Mail

Contact:

Date of Engagement(s):

Time:

Location of Engagement:

Address:

Phone#:

Theme:

Attendance #:

Makeup of Audience:

Audio Visual Recording: the speaker's performance and all material presented is copyrighted, and the exclusive property of Michael Hoffman – Igniting Performance. No part of the speaker's presentation may be recorded, by any method, for any reason, without the express written consent of Michael Hoffman – Igniting Performance, in advance.

Fee: Total facilitator fee is \$ plus expenses.

Expenses consist of airfare (unrestricted coach), car rental, hotel, meals plus any other additional, legitimate items incurred by Speaker/Trainer while providing services for the Client. To confirm the date of personal appearance, a Deposit of 50% is due on receipt of contract. The balance is due on the date of engagement.

Cancellation policy:

If notice from the Client is received by Igniting Performance more than 120 days prior to the date of the Engagement, as specified in this contract, there will be no penalty and any deposit given by the Client to Igniting Performance will be refunded.

If notice from the Client is received by Igniting Performance more than 61 days but 120 days or less prior to the date of the Engagement, as specified in this contract, the deposit is not refundable.

If notice from the Client is received by Igniting Performance 60 or less prior to the date of the engagement, as specified in this Contract, the full amount of the facilitator fee is due.

Igniting Performance
2415 Via Del Sur, Carrollton, TX 75006
Phone: 972-389-1800 Fax: 972-389-1801

In the event that more than one date is entered in this Contract under Engagement, or multiple Engagements are contracted for, then the cancellation policy is enforceable for the specific date for which notification is received, if all Engagement dates are not canceled.

In the event the Speaker/Trainer is unable to perform the Engagement or Services as specified by this contract, Igniting Performance reserves the right to provide a substitute of equal skill for the Speaker/Trainer listed in this Contract.

If this Contract, an individual Engagement or if multiple Engagements are described in this Contract, is canceled by Igniting Performance, the facilitator fee for specific engagement canceled will be refunded.

Igniting Performance

Michael Hoffman Date

Authorized Signature Date

President

Title

Title