



SAMPLE CONTRACT

Date

Client
Address

Dear Client,

Sandra L. Smith, PC is pleased to present a program for ____ (Client/you). This engagement letter embodies the entire agreement regarding the services to be rendered by our firm to your company. This engagement will be performed in accordance with the American Institute of CPAs Statement on Standards for Consulting Services, which is available to you upon request. Sandi Smith will be the presenter and contact person on this engagement.

Sandra L. Smith PC will:

- Present a program titled _____ for Client.
- Discuss with you your goals and objectives for the overall meeting and the individual sessions.
- Work with you to craft customized session titles and description.
- Tie into your meeting theme.
- Deliver on time customized session descriptions, bio, and photos for your meeting brochure.
- Interview attendees ahead of time to further customize stories and content.
- Provide an introduction for the introducer, if any.
- Prepare and deliver on time a customized handout master for the participants' use only. Materials are copyright Sandra L. Smith PC 2009, and unless specified in the materials or in writing, reproduction of any portion is prohibited.
- Write and deliver articles and emails for your organization newsletters, magazines, web sites, or targeted pre-conference communications.
- Participate as spokesperson for local media coverage before and during the event.
- Post meeting and participant information on our web site.
- Arrive in your city the night before the meeting.
- Call you upon our arrival.
- Pre-test all audio-visual equipment, microphones, video taping, and room lighting.
- Be dressed, always professionally, according to your meeting requirements.
- Attend the entire conference, mingle with the attendees, and answer questions.
- Be in the assigned meeting room one hour before the session.
- Review building emergency procedures and be prepared to conduct any necessary procedures in case of an emergency.
- Be prepared for numerous contingencies (power outages, microphone failures, etc) and keep the program rolling.

- Set up 30 minutes before our session (unless the schedule precludes us from doing so - we'd like at least 15 minutes to ensure an on-time start).
- Show pre-session presentations (like movie previews).
- Customize the presentation to your audience's needs.
- Conduct a session that is full of practical, affordable, easy-to-implement ideas and tips.
- Conduct a session that is strategy-focused and jargon-free.
- Conduct a session that uses multimedia presentation displays and sometimes props.
- Conduct a session that includes time for Q&A, either during or after the session.
- Never use foul language or any questionable humor.
- Sometimes offer product giveaways.
- Stay as long as possible to answer participants' questions immediately after the session.
- Break down our front-of-the-room setup immediately upon finishing so the next speaker can start on time.
- Post Q&A, photos, and session follow-up on our web site or provide you with the materials.
- Answer emails from participants at any time after the session.

Date, Time, and Location of Presentation:

_____ 2009 ____:____ a/pm - ____:____ a/pm

Sandi will be there approximately 1 hour before her program begins. Please make arrangements so she can get in the room to set up.

 (Company, Hotel, Convention Center) Street City Phone

Room Set-up and Equipment Preferences:

- Classroom style seating.
- One small table in front.
- High speed Internet connection.
- Data projector and screen.
- Lavalier microphone.
- For more details, please also see the Room Setup resource sheet available at www.sandismith.com/meeting.html

Client will make all arrangements for the location of this program, and for informing the participants. *Please send Sandi copies of any announcements to the participants regarding this program.*

Hotel Accommodations:

Shall be made by Client, and billed to Client at Client's business address. (A non-smoking room is preferred.) Reservations have been made for Sandi:

Check-in Date: _____, 2009 Confirmation # _____

At: _____

Emergency Contact:

If before or on the way to the event, an emergency should arise, Sandi should contact the following person(s).

Name	Business phone	Home phone

Cancellation/Postponement:

If there is a cancellation or postponement on the part of Client, Client is responsible for reimbursement of the nonrefundable part of any expenses incurred. There is no other penalty fee. Please call Sandi as soon as you are aware of any changes.

Audio & Video Recording:

Audio and visual recorders may be used during the presentation. Please provide Sandi with one copy of any audio or visual recording that is made.

Educational and Informational Purposes Only:

This presentation is provided for educational and informational purposes only. Sandra L. Smith PC does not provide legal or accounting services of any type.

Honorarium, Terms and Conditions:

Honorarium: \$_____

This honorarium includes all expenses except hotel so that there are no questions about whether you'll meet your budget. If there is a cancellation or postponement on the part of Client, Client is responsible for reimbursement of the nonrefundable part of any expenses incurred. There is a five percent early pay discount for payments made at booking. We accept MasterCard, Visa, American Express, and checks. Payment must be made in US dollars, will be billed the day of the presentation, and is due upon receipt of the bill.

We are pleased to have you as a client and hope this will begin a long and pleasant association. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

Sincerely yours,

Sandi Smith
sandi@sandismith.com
408-971-1104

Acknowledged:

Client

Date