

Letter of Agreement

This document is an agreement between Kerry Robertson of Oklahoma City, OK (hereafter referred to as "K.R.") and _____ of _____ (hereafter referred to as "client") for the professional services of Kerry Robertson.

Billing address: _____

Contact: _____

Work Phone: (_____) _____ **Cell Phone:** (_____) _____

Fax: (_____) _____ **Email:** _____

Date of engagement(s): _____

Engagement location: _____

Speaking fee: _____ plus travel expenses

Title of presentation: _____

Expenses: If an overnight stay is required, the Client agrees to pre-purchase coach airfare after coordinating travel itinerary with K.R. Client agrees to set up a direct bill to clients master account for a hotel room plus tax and incidentals for Kerry's stay. Client agrees to be invoiced for additional travel expenses (all meals, taxis, tips, mileage and airport parking, etc.). Any further expenses incurred in preparation for this event (custom overheads, printing of handouts, Fed Ex charges, 35mm Slides, etc.) will be invoiced to the client one week after the event and is due upon receipt.

Audio/Visual Recording: The performance of Kerry Robertson and all of her material is copyrighted, and the exclusive property of K.R. No part of the presentation may be recorded, by any method, for any reason, without written approval of K.R. in advance of the engagement date listed in this agreement. Additional contract fee may be required.

Booking and Cancellation Policy:

- Please return within two weeks one signed copy of this agreement along with your deposit. At the time of booking, a deposit of 50% of the contract fee is required to hold the date. The additional 50%, plus expenses will be invoiced to the client one week after the event or as arranged with K.R.
- Cancellation of scheduled sessions within 30 days or less, your deposit is forfeited.
- Cancellation of sessions more that 31 days out of scheduled session, 90% of deposit is refunded or applied to future date.

Kerry Robertson

Authorized Signature of Client

Date _____

Date _____

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