

Agreement Between the Client and Suttle Enterprises LLC.

This letter outlines the understanding and agreement between the client and Suttle Enterprises LLC regarding a presentation to be provided for Client by Suttle Enterprises LLC. It is designed to be a communication tool clearly confirming time, date, title, etc., and defining responsibilities of both parties. The speaker will provide a presentation customized to your audience.

Client Information:

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Name and Title: _____
Phone: _____ Ext. _____

Presentation Details:

Date and Time of the Event: _____
Beginning and Ending Time of Presentation: _____
Event Location and address: _____
Presentation room: _____
Presentation Title: _____
Event Theme: _____
Audience Size and Demographic: _____

Equipment Preferences:

- Lavalier mic, wireless preferred
- Microphone on stand in isles of the audience
- Staging to allow all audience members clear viewing of speaker.
- 6' table near door
- small table on stage

Room Set-up Preferences:

- If possible, please set the room wide rather than deep

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

Honorarium, Terms and Conditions:

The agreed honorarium (fee) in US Dollars: \$ _____ plus travel expenses.

In order to assure Marilyn will be available for your program, a deposit in the amount of \$ _____ is required by _____ (confirmation date).

The remainder of the honorarium, \$ _____, is due 45 days prior to the day of presentation. You will be billed for expenses.

Expenses:

Shall include round-trip air fare from Detroit, Michigan, ground transportation; food and gratuities. Balance of travel expenses will be billed after event.

In order to save you money, when available and practical, we book the most cost and time effective flights. Often these flights have penalties if changed so if there is a cancellation or postponement on the part of Client, Client is responsible for reimbursement of the nonrefundable part of the air fare.

Overnight Accommodations:

When overnight accommodations are necessary, it shall be made by Client, and billed to Client at Client's business address. (A non-smoking room is preferred.)

Contact:

When contact information becomes available, Marilyn Suttle will be send the name, description and phone numbers of persons picking her up from the airport.

If before or on the way to the event, an emergency should arise, Marilyn should contact the following person(s). _____ **Phone:** _____

Cancellation/Postponement:

Once a date is set aside and a presentation confirmed, we often incur commitments of time and resources on your behalf, well in advance of the program date. Because a cancellation/postponement initiated by the Client causes losses, either through direct resource expenditure or because of turning down other business for this date, we have found it necessary to include the following cancellation clause, effective in all cases other than acts of God (e.g., major disasters):

- 100% of fee if cancelled in less than 30 days before;
- 50% of fee if cancelled in 31 to 60 days before;
- 25% of fee if cancelled in 61 to 90 days before.

If cancellation/postponement is unavoidable, please verify the cancellation by telephone, followed by a written letter to Suttle Enterprises within five days. If we can sell the time, we will, of course, refund your fee, minus any out-of-pocket expenses we have incurred on your behalf.

Optional Audio & Video Recording:

We encourage professional audio and video taping of our sessions. We ask:

- 1) a professional taping technician to do the taping;
- 2) we receive the master copy within 30 days of the session;
- 3) copies may not be sold, but distributed to your internal staff only.

If this is of interest, we will send an addendum to this agreement, as any taping arrangements must be made in advance of the program.

Agreed:

By: Marilyn Suttle By: _____

Title: President

Co: Suttle Enterprises LLC, Phone: (248) 348-1023, Email: Marilyn @SuttleOnline.NET

Date: _____

By: Company: _____

Contracted officer: _____

Title: _____

Date: _____

Please sign and return one copy to the speaker and keep one copy for your files.

Please make check out to: Suttle Enterprises LLC and mail to:

Suttle Enterprises, LLC
22203 Antler Drive
Novi, MI 48375