



Program Agreement



This agreement is between Steve Gilliland and _____ (client). Steve Gilliland agrees to present the information and material contained in the program listed in this agreement. Client agrees to accept the program listed in accordance with the terms and conditions of this agreement. The client agrees to duplicate the handouts created by Steve Gilliland, and to provide the audiovisual equipment described in this document.

PROGRAM

DATE: _____ TIME: _____
 VENUE: _____ ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____

FEE & EXPENSE REIMBURSEMENT

In exchange for the services provided, client agrees to compensate Steve Gilliland in accordance with the following terms:

PROFESSIONAL FEE: _____ DUE DATE: _____
 FEDERAL TAX ID / EIN: 20-4402679 CHECK PAYABLE TO: STEVE GILLILAND

Expense Reimbursement: All reasonable and customary travel expenses including coach airfare, ground transportation, lodging and a daily per diem of \$90.00, which covers all meals, airport parking, tolls, gratuities and hotel Internet fees.

PAYMENT

To ensure proper billing, and payments are made within terms, please provide the following information:

ACCOUNTS PAYABLE CONTACT: _____ PHONE: _____
 ADDRESS: _____ FAX: _____
 CITY: _____ STATE: _____ ZIP: _____

No deposit is required. An invoice for Steve's fee will be sent thirty days prior to the program date. This invoice is due by the program date. Payment needs to arrive prior to the program or be given to Steve the day of the program. **Payments not received by the program date will result in a \$500 late fee.** All expenses related to the execution of the program will be itemized and invoiced upon completion of the program.

CONDITIONS OF AGREEMENT

Cancellation/Postponement

Once a date is confirmed, Steve often incurs 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 through declining other business for this date, Steve has found it necessary to include the following cancellation clause, effective in all cases other than acts of God (i.e., major disasters).

- 100% of fee due if cancelled less than 90 days before the event;
- 50% of fee due if cancelled 91 to 120 days before the event;
- 25% of fee due if cancelled 121 to 150 days before the event.

If airfare (non-refundable ticket) has already been purchased, this amount will be due in addition to the cancellation fee. If cancellation/postponement is unavoidable, please verify the cancellation by telephone, followed by a written letter to Steve Gilliland within five days.

If cancellation/postponement by Steve Gilliland is unavoidable, Steve will refund 100% of any fees paid. In addition, he will help secure another speaker for this event.

Audio & Video Recording

The client agrees not to audiotape or videotape the presentation without prior written consent. If taping is approved, Steve asks that:

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

Reinforcement Option

Because attendees often want to learn more or reinforce what they have just learned, Steve Gilliland extends to his clients the option to pre-purchase books or CDs that will add value to your meeting and illuminate the concepts he will be presenting to your group. For a list of Steve's books and CDs, and to purchase copies, please call toll-free 877-499-8901 and ask about our volume discounts.

Equipment Preferences

- Lavalier microphone.
- LCD projector and screen (for sessions over three hours). Steve will bring his own laptop computer.
- If there is a head table, please set it back 2-3' so Steve can speak in front of it.
- Two 6' tables (covered and skirted) for Steve's books and CDs.

Conditions of Travel

Airfare - All airline reservations will be made by Steve's office (coach fare).

Mileage - Whenever possible, Steve will drive to the event instead of flying and bill the client for the roundtrip mileage at the current standard government rate.

Hotel - Hotel accommodations are to be made by client and directly billed to client whenever possible.

Ground Transportation - Transportation to and from airport/hotel/meeting site is to be provided whenever possible. If a car rental is necessary, Steve's office will make the reservation.

Per Diem - \$90 per day, which covers all meals, airport parking, tolls, gratuities and hotel internet fees.

If you have any questions about this agreement or need additional information, please call Steve's office at 866-445-5452. If everything is satisfactory, **please sign one copy of the agreement and return it immediately by fax (336-936-9382), and then mail a copy in the enclosed envelope.**

Authorized Client Representative

Date

Steve Gilliland, Inc. Representative

Date



Steve Gilliland, P. O. Box 1600, Mocksville, NC 27028
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