

# Randy J Gibbs

SPEAKER · AUTHOR · TRAINER · COACH

## AGREEMENT

This document represents working agreement between Gibbs Consulting Inc. and the Client named below. Gibbs Consulting Inc. agrees to provide a speech, seminar, workshop to the Client organization, and its employees according to the terms and conditions of this agreement.

## INFORMATION

Client: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Title: \_\_\_\_\_  
City: \_\_\_\_\_ Phone: \_\_\_\_\_  
State: \_\_\_\_\_ Fax: \_\_\_\_\_  
Zip: \_\_\_\_\_ Email: \_\_\_\_\_

## SPEECH DETAILS

Major Theme: \_\_\_\_\_  
Speech Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Time(s): \_\_\_\_\_  
# of participants: \_\_\_\_\_

## PAYMENT TERMS

Client agrees to pay Gibbs Consulting Inc. a total of \$ \_\_\_\_\_ (plus expenses) for the above engagement(s) in U.S. dollars. Fifty percent (50%) of this total fee must be paid in order to "lock in" the requested date(s) on Gibbs calendar. The remaining 50% plus all reasonable and customary expenses is due on receipt of an invoice from Gibbs Consulting following the engagement.

## CANCELLATIONS

If Gibbs cancels the engagement for any reason the client receives a full refund of any and all deposit money paid. Clients may also cancel an engagement with Gibbs and receive a full refund of the deposit if cancellation occurs at least 90 days before the event. Cancellations made less than 90 days prior to the scheduled event result in a forfeiture of the deposit.

## FACILITATES

Client is responsible to provide suitable facilitates for the speaker and to furnish audio/visual equipment, room setup, microphones and refreshments as requested by Gibbs.

Recordings: Client shall not make or allow to be made any audio or video recordings of the speech unless agreed to in separate agreement between Gibbs and Client.

This agreement is entered into by Gibbs when the Client completes the following: 1) signs and accepts the terms of this agreement, 2) dates the agreement below and makes the 50% deposit as noted above. At this point the date(s) is "locked in" and held exclusively for the Client by contract.

Gibbs Consulting, Inc. Client: \_\_\_\_\_  
by: \_\_\_\_\_ by: \_\_\_\_\_  
FAX: (801) 224-0202 Date: \_\_\_\_\_