Power Up Your Engagement

HOLTON CONSULTING GROUP, INC

Extraordinary Leaders
Extraordinary Employees

WORKING TOGETHER

1405 Autumn Ridge Drive, Durham, NC 27712 • (919) 767-9620 • www.holtonconsulting.com

Client Name   **Date:**
Address   **Confirmation No.:**
Email

It is a pleasure to confirm this Keynote Presentation for the _____
_____, presented by Cher Holton, Ph.D., CSP, CMC. Once you have reviewed this information, **please sign and date it, and fax (866.500.7697) or email it back to our office to confirm the details.**
Thank you!

Title: _____   **Date:** _____

Time: _____   **Location:** _____   **Speaker:** Cher Holton, Ph.D., CSP, CMC

Financial Investment: $_____ plus expenses (mileage, lodging, meals)
In addition, an exhibition table will be provided for Cher's books to be made available for sale on (day/s).

Non-Refundable Deposit (due within 2 weeks to confirm date): $_____. Remainder, plus expenses, due upon completion of program.

Date Confirmation Policy: Because of the competitive nature of booking dates, it is necessary to have a signed Letter of Agreement before dates can be confirmed for a client. To facilitate your administrative needs, we will hold the dates identified herein for two weeks from the date of this Letter of Agreement, giving you a "Right to First Refusal" should another client ask for the same dates. After the two-week period, the dates become open and will need to be renegotiated. Once your signed Letter of Agreement has been faxed to our office, the dates are confirmed for you.

Cancellation/Rescheduling Policy: Because cancellation of a program causes loss of income that is difficult to recapture on short notice, a percentage of the fee is due and payable if the project is rescheduled or canceled by the client, as follows: written notification of reschedule/cancellation received less than 30 days prior to program - 100%; 31-90 days - 75%; 91 - 120 days - 50%. If the program is rescheduled within 30 days, the client may apply half of the cancellation fee to the rescheduled program. (In the unlikely event that The Holton Consulting Group, Inc. is unable to conduct this program, a qualified speaker will be substituted or, if you choose, your deposit for that program will by returned).

Law and Venue: This agreement should be governed by and construed in accordance with the laws of the State of North Carolina without regard to choice of law principles. The venue of any action by either party concerning or in any way pertaining to this agreement will be in Durham County, North Carolina.

We look forward to working with you to create a dynamic and powerful program.

Sincerely,   Acceptance of terms outlined above:

President   _____
                                                                  Signature/Title/Date