

Program Agreement

Mary Ellen Warner * Marbil Warner Enterprises * 1529 Surrey Lane * Rochester Hills, MI 48306

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This document signifies agreement between Mary Ellen Warner (Speaker/Presenter) and _____ (Client/Organization)
Contact Person _____ Title _____
Address _____
City/State/Zip _____
Phone _____ Fax _____ Email _____

The Speaker/Presenter will provide for the Client/Organization

Topic _____
Presentation Date _____ Starting Time _____ Ending Time _____
Presentation Date _____ Starting Time _____ Ending Time _____

Total investment \$ _____. Plus expenses (Round trip airfare, ground travel, food and lodging.) Client will be invoiced for expenses immediately following the engagement. Payment is due upon receipt of invoice.

Deposit \$ _____ (50% of total investment is required for securing the date(s), and must be returned with the agreement by _____. The balance \$ _____ is due on presentation date.

Make all Checks Payable to Mary Ellen Warner

Client/Organization is responsible for Speaker/Presenter's hotel (direct bill)

Name of hotel _____ Address _____

City/State/Zip/Phone _____

Hotel Confirmation Number _____ Please attach directions!

Speaker/Presenter requires a non-smoking room for ____ night(s) beginning on ____ through ____

Cancellation Clause: Cancellation of engagement(s) forfeits deposit which will be applied to a future date if booked within 90 days of cancellation.

Acceptance of Agreement (Full payment will be accepted as signature)

x _____ Date _____ x _____ Date _____
Client/Organization Mary Ellen Warner, Speaker/Presenter

x _____
Print Name