

# **AGREEMENT FOR SERVICES**

## **Matthew D. Rush - Speaker**

### **Contract and Invoice**

Today's Date: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Client Name: \_\_\_\_\_

#### **Conditions and Terms:**

This agreement is for a keynote presentation and/or leadership-training workshop as indicated below between Matthew D. Rush and the client named above. Half of the total fee (indicated below) is due upon execution of this agreement. Execution is on client's signature of this agreement. Services will not be scheduled before half of fee (deposit) is received. Fees include all materials and expenses associated with services unless otherwise stated in this agreement. Remainder of payment and incidental expenses will be billed after the presentation and due 30 days thereafter.

**Cancellation Policy:** Cancellation by client 60 days prior results in full refund of the deposit, 30 days prior will result in half of the deposit. If cancelled less than 30 days prior to date of event, no deposit will be refunded.

#### **Expenses/Incidentals:**

- Roundtrip airfare (coach)
- All meals incurred during travel (not to exceed \$50/per day)
- All lodging expense, including applicable tax and resort fees
- Mileage to and from departing airport – 220 miles (\$106)
- Transportation (speaker welcomes a representative from the client for airport pickup) otherwise
  - If personal vehicle at prevailing IRS rate of \$0.48/mile
  - Rental Car, including car liability insurance and fuel
  - Taxi – incurred fees

**Lodging/Accommodations:** The client should make lodging arrangements for Mr. Rush in his name, unless otherwise agreed upon.

**Audio/Visual Arrangements:** The client will be responsible for providing all audio-visual equipment including proper lighting and sound with a lapel microphone or wireless handheld microphone.

**Speaker Information:**

Matthew D. Rush

**Client Information:**

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Presentation: \_\_\_\_\_  
Address of Event: \_\_\_\_\_  
Nearest Airport: \_\_\_\_\_  
Name of Hotel: \_\_\_\_\_ Phone: \_\_\_\_\_

Conference/Meeting Theme: \_\_\_\_\_

1. What type of group will I be speaking to?
2. How many people will be in attendance?
3. Please describe the room layout, (Classroom style, rounds)
4. Are there any specific concerns that you would like me to address?
5. Please list a few attendees that have a good sense of humor that the speaker can pick on and have fun with.

<p>_____ Keynote Presentation – 45 minutes- 1 hour (\$2,000, plus expenses)</p> <p>_____ Half Day Seminar (\$2,500, plus expenses)</p> <p>_____ Full Day Seminar (\$4,500, plus expenses)</p>
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\_\_\_\_\_  
Matthew D. Rush

\_\_\_\_\_  
Client's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**50% Deposit Due with this Signed Agreement**

Please Make Check Payable to:

Matthew D. Rush