

**Agreement Between the Client and Suttle Enterprises LLC.** This letter outlines the understanding and agreement between the client listed in section 1 and Suttle Enterprises, LLC, hereafter known as the Provider, regarding a presentation to be provided for Client by the Provider. This document is designed to be primarily a communication tool clearly confirming time, date, title, etc., and defining responsibilities of both parties.

**1) Client Information:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

**2) Presentation Details:**

Date and Time of the Event: \_\_\_\_\_

Beginning and Ending Time of Presentation: \_\_\_\_\_

Event Location and address: \_\_\_\_\_

Presentation room: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Event Theme: \_\_\_\_\_

Audience Size and Demographic: \_\_\_\_\_

Engage Speaker for this event: \_\_\_\_\_

**3) Equipment Preferences:**

- Lavalier or headset wireless microphone preferred (required for groups larger than 40)
- Microphone on stand in isles of the audience members (if needed)
- Staging to allow all audience members clear viewing of speaker
- 6' table near door for handout and product information
- small table on stage with water bottle

**4) Room Set-up Preferences:**

If possible, please set the room wide rather than deep. Orient the room so any exits are at the back of the room, not by the stage. If the audience is 50 people or more, the stage area should be raised for optimal viewing by audience. For very large groups, a camera crew and large screen projection may be needed and will be supplied by the client along with any other audio and/or visual requirements.

Client will make all arrangements for the location of this program, and for informing the participants. Please send Provider copies of any announcements to the participants regarding this program.

**5) Honorarium, Terms and Conditions:**

The agreed honorarium (fee) in US Dollars: \$\_\_\_\_\_ plus expenses as defined in section 6. A deposit in the amount of \$\_\_\_\_\_ is required by \_\_\_\_\_ to confirm the date. The remainder of the honorarium, \$ \_\_\_\_\_, is due 45 days prior to the day of presentation. You will be billed for expenses after the event.

**6) Expenses:**

Expenses include round-trip air fare from Detroit, Michigan (if required), ground transportation or rental vehicle (if required), food and gratuities, lodging in a three star hotel or better, any applicable taxes or service fees, and penalties or fees due to scheduling changes cause by the client or weather delays. Balance of travel expenses will be billed after event.

**7) Overnight Accommodations:**

When overnight accommodations are necessary, it shall be made by Client, and billed to Client at Client's business address. A non-smoking room is preferred. If the event is held in a hotel, the lodging for the speaker should be at that hotel is at all possible.

**8) Contact:**

When contact information becomes available, Provider will be send the name, description and phone numbers of persons picking her up from the airport. If before or on the way to the event, an emergency should arise, Provider should contact the following person(s). \_\_\_\_\_  
Phone: \_\_\_\_\_

**10) Client Cancellation/Postponement:**

Once a presentation date is confirmed, we often incur 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 because of turning down other business for this date, we have found it necessary to include the following cancellation clause, effective in all cases other than acts of God (e.g., major disasters): 100% of fee if cancelled in less than 30 days before; 50% of fee if cancelled in 31 to 60 days before; 25% of fee if cancelled in 61 to 90 days before. If cancellation/postponement is unavoidable, please verify the cancellation by telephone, followed by a

written letter to the Provider within five days.

**11) Provider Cancellation/Postponement:**

All effort to provide the desired speaker on the event date will be made on behalf of the client. However, should the speaker become unavailable on the date of the event due to illness, death, acts of God, or travel delays beyond the control of the Provider, the fee as described in section 5 will be refunded to the Client in full. This will be the only restitution and/or forfeiture required of the Provider. The Provider will not be responsible for lost of profits, costs of room or equipment, cost of advertising, lose or reputation, or any other tangible or intangible items.

The Provider will make all reasonable efforts to secure a speaker of equal quality to make the presentation on the same topic or a replacement topic that is deemed acceptable by the Client. If a replacement is found, all fees as described in section 5 will still be in effect.

The Provider has never had to cancel an event date, so this is a very rare situation, but the section provides clear responsibility and benefits to both parties in the unlikely event this happens.

**12) Optional Audio & Video Recording:**

We encourage professional audio and video taping of our sessions. We ask: 1) a professional taping technician do the taping; 2) we receive the master copy within 30 days of the session; 3) copies may not be sold, but distributed to your internal staff only. If this is of interest, we will send an addendum to this agreement, as any taping arrangements must be made in advance of the program.

**Agreed:**

Cliff Suttle: \_\_\_\_\_  
Title: Vice President, Suttle Enterprises LLC,  
Phone: (248) 348-1023, Cell 248-752-0460  
Email: [Cliff@CliffSuttle.com](mailto:Cliff@CliffSuttle.com)

Date: \_\_\_\_\_ By: Company: \_\_\_\_\_

Contracted officer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return one copy to the speaker and keep one copy for your files. Please make check out to: Suttle Enterprises LLC and mail to: Suttle Enterprises, LLC 22203 Antler Drive Novi, MI 48375