



## A VETERAN OWNED BUSINESS

### Speaking Agreement

This agreement is between D.J. POSITIVES L.L.C, and \_\_\_\_\_ (Company),  
 \_\_\_\_\_ (Address).

\_\_\_\_\_ (Company) wishes to retain the services of D.J. POSITIVES L.L.C to deliver a  
 presentation for \_\_\_\_\_ (Event) as follows:

**Date:** \_\_\_\_\_  
**Program Time:** \_\_\_\_\_  
**Program Location:** \_\_\_\_\_  
**Program Title:** \_\_\_\_\_  
**Number of Participants:** \_\_\_\_\_

D.J. POSITIVES L.L.C. and (Company Name): \_\_\_\_\_ agree to present  
 to the best of our ability the information and material contained in the program described above. We also  
 agree to coordinate the details of this program with the Client in order to achieve the outcomes that the Client  
 has stated. The Client agrees to duplicate the learning materials provided by the consultant, and to provide  
 the room setup and audiovisual equipment described in the enclosed program logistics sheet.

In exchange for the products and services provided, the Client agrees to compensate D.J. POSITIVES L.L.C. as  
 follows:

**Professional Fee:** \$ Minimum \$300.00 per hour (does not include travel expenses or materials)

**Travel:** All reasonable and customary travel expenses including coach airfare, ground transportation, lodging, meals, and related out of pocket expenses. A complete travel expense report will be submitted with our invoice.

**Materials:** Workbooks or materials required by attendees, depending on topic or course.

**Deposit:** In order to confirm this agreement, client agrees to pay a deposit of \$500.00 at the time this agreement is signed.

**Balance:** Client agrees to pay the balance of \$\_\_\_\_\_ on the date of the meeting. Client agrees to pay all travel expenses and materials fees within ten business days of receipt of our invoice.

In the event the client makes any change in the program date as shown above, the deposit sum of \$500.00 will be retained by D.J. POSITIVES L.L.C. In addition, if the change is made within 30 days of the program date, client shall be responsible for reimbursing all costs incurred by the consultant related to the presentation.

The client agrees not to audio or video tape the presentation without prior written agreement.

This constitutes the entire agreement between the parties.

By: Dave Sousa  
Co: D.J. POSITIVES L.L.C.  
Title: President  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Co: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_