

# The Jeff Conley Corporation



## Letter of Agreement

This document is an agreement between The Jeff Conley Corporation of Carrollton, TX ( hereafter referred to as "J.C.C." ) and \_\_\_\_\_ of \_\_\_\_\_ ( hereafter referred to as "client" ) for the professional services of Jeff Conley.

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

Contact: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Date of Engagement(s): \_\_\_\_\_ Engagement Location: \_\_\_\_\_

Speaking Fee: \_\_\_\_\_ Plus expenses

Expenses: Client agrees to pre-purchase coach airfare on American Airlines after coordinating travel itinerary with J.C.C. Client agrees to set up a direct bill to client's master account for a hotel room plus tax and incidentals for Jeff's two night stay. Client agrees to be invoiced for additional travel expenses (Taxis, tips, mileage and airport parking, etc.) under a per diem rate of \$75.00. Any further expenses incurred in preparation for this event (custom overheads, printing of handouts, Fed Ex charges, 35mm slides, etc.) will be invoiced to the client one week after the event and is due upon receipt.

Audio/ Visual Recording: The performance of Jeff Conley and all of his material is copyrighted, and the exclusive property of J.C.C. No part of the presentation may be recorded, by any method, for any reason, without written approval of J.C.C. in advance of the engagement date listed in this agreement.

Miscellaneous: For your information, our J.C.C. Corporate Tax ID number is 75-2574021. Please return one signed copy of this agreement along with your deposit check for 50% of speaking fee to secure your program dates. The additional 50% is due one week before your event date.

\_\_\_\_\_  
Jeff Conley / J.C.C. President

\_\_\_\_\_  
Authorized Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date