

# J&L Mathis Group, Inc.

Jim Mathis, CSP, Reinvention Nation™

## PRESENTATION AGREEMENT

The form content of this document may not be altered without written consent from *J&L Mathis Group, Inc.*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE & POSTAL CODE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF PRESENTATION: \_\_\_\_/\_\_\_\_/20\_\_ TIME: \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM

MEETING LOCATION: \_\_\_\_\_

KEYNOTE/WORKSHOP CONSULTATION (Please Circle ONE) EXPECTED ATTENDANCE: \_\_\_\_\_

TITLE OF PRESENTATION(S): \_\_\_\_\_

A/V REQUIREMENTS: **Wireless Lapel Mic, Projector, Screen & a 6-8' Table for resources.**

FEE\*: \$ \_\_\_\_\_ (Please make checks payable to *J&L Mathis Group, Inc.* and send to our address below)

DEPOSIT (50% of Total Fee): \$ \_\_\_\_\_ DEPOSIT DUE UPON RECEIPT OF THIS AGREEMENT.

EXPENSES (MEALS, TRANSPORTATION and/or LODGING, or **invoiced after engagement**): \$ \_\_\_\_\_

*\*Expenses included OR paid separately after presentation.*

FEE BALANCE: \$ \_\_\_\_\_ **BALANCE IS DUE PRIOR TO SPEAKING.**

**\*A 10% LATE FEE WILL BE ASSESSED FOR LATE PAYMENTS - NO EXCEPTIONS.**

**Circle each please:**

---JIM IS ALLOWED TO SELL RESOURCES AT THIS EVENT: YES NO

---PURCHASE BOOKS AND/OR CD KITS AT GROUP DISCOUNT: YES How Many? \_\_\_\_\_ NO

---FREE ARTICLES FOR YOUR PUBLICATION/NEWSLETTER: YES NO

**CANCELLATION CLAUSE:** If the client cancels the engagement for any reason less than 60 days prior to the agreed upon date of presentation, the client will forfeit the deposit.

**REFUND CLAUSE:** In the event of cancellation as outlined in the cancellation clause, *J&L Mathis Group, Inc.* will gladly refund the deposit if we are able to rebook the date.

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

### **Notes on the Presentation**

We support an organization's desire to document their meeting through audio and/or video recordings, particularly when the tapes are made available to the people in the organization. Our concern for recordings made of Jim's presentations is that they be of the highest quality and that we be allowed to preview them before they are duplicated for distribution. Also, since our total livelihood is derived solely from Jim's presentations, we charge an additional fee for taping them. We will be happy to provide a separate quote.

Jim's Bio/Intro, Pictures and A/V requirements are available 24/7 at [www.jimmathis.com](http://www.jimmathis.com). Simply click on the "Meeting Planners" link to get everything you need to make your job easier.

I look forward to working with you. I will be in touch as time grows near to firm up any details. In the meantime if you have any questions, please contact our office.