

The Mathis Group, LLC

Jim Mathis, CSP, Reinvention Nation™ PRESENTATION AGREEMENT

The form content of this document may not be altered without written consent from *The Mathis Group, LLC*

NAME: _____ DATE: _____

ORGANIZATION: _____

STREET ADDRESS: _____

CITY, STATE POSTAL CODE: _____

CONTACT PERSON: _____ PHONE: (_____) _____

DATE OF PRESENTATION: ____/____/20__ TIME: _____ AM/PM until _____ AM/PM

MEETING LOCATION: _____

KEYNOTE WORKSHOP CONSULTATION (Please Circle ONE) EXPECTED ATTENDANCE: _____

TITLE OF PRESENTATION: _____

A/V REQUIREMENTS: Wireless Lapel Mic., Projector, Screen 7 a 6-8' Table for resources.

FEE*: \$ _____ (Please make checks payable to: *The Mathis Group, LLC* and send to our address below)

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

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

**Expenses included, or paid separate after presentation*

FEE BALANCE: \$ _____ **BALANCE IS DUE ONE WEEK PRIOR TO ENGAGEMENT.**

***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, The Mathis Group, LLC will gladly refund the deposit if we are able to re-book 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. 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.

The Mathis Group, LLC, 100 Old Cherokee Road, Suite F, #10, Lexington, SC 29072
888-688-0220, www.jimmathis.com