

# AGREEMENT



This document is an agreement between Richard Hight of Visual Mpact (hereafter referred to as Producer) and \_\_\_\_\_ of -  
\_\_\_\_\_ (hereafter referred to as Client).

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

Contact: \_\_\_\_\_

Phone #:(        ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date of Engagement: \_\_\_\_\_

Engagement Location: \_\_\_\_\_

Speaking Fee: \_\_\_\_\_ Plus Expenses

**Expenses:** Client to pre-purchase coach airfare on Southwest Airlines after coordinating travel itinerary with Richard Hight. Client agrees to set up a direct bill to client's master account for a hotel room plus tax and incidentals for Richard's two night stay. Client agrees to be invoiced for additional travel expenses (taxis, tips, mileage and airport parking, etc.) under per diem rate of \$75. Any further expenses incurred in preparation for this event (custom pieces, printing, framing, handout printing, Fed Ex charges, slides etc.) will be invoiced to the client within a week of the event and is due upon receipt.

**Audio/Visual Recording:** Richard's performance and all of his material is copyrighted, and the exclusive property of Visual Mpact. No part of the presentation may be recorded, by any method, for any reason, without written approval of the engagement date listed in this agreement.

Please return one signed copy of this agreement along with your deposit check for 50% of the speaking fee to secure your program dates. The remaining balance will be due upon completion of the performance at the event.

Richard Hight \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature of Client: \_\_\_\_\_ Date: \_\_\_\_\_

