

# ***Name***

## **Fee Schedule & Booking Information – 2012**

### **PROGRAM FEES:**

*Keynote/Breakout Session (Up to 90 minutes) ..... \$*  
*Half-Day (One or more programs - up to 4 hours total) ..... \$*  
*Full-Day (One or more programs - up to 8 hours total)..... \$*

### **FEE INCLUDES:**

*Program Delivery*  
*Program Customization*  
*Pre-program Interviews (with a handful of participants, based upon availability)*

### **TRAVEL EXPENSES (not included in the program fee):**

*Full Fare Coach in Canada & US – round trip from \_\_\_\_\_*  
*First or Business Class outside of Canada & US – round trip from \_\_\_\_\_*  
*Ground Transportation in the \_\_\_\_\_ Area (to and from airport)*  
*Ground Transportation in Destination City*  
*Hotel, Meals, Internet, and other normal travel expenses*

*\* Travel expenses will be paid for up-front by \_\_\_\_\_ and then submitted afterwards to the client in an expense report (with receipts included) for reimbursement*

### **HOTEL PREFERENCE:**

*King-Size Bed*  
*Non-Smoking*

### **ROOM SETUP/AV NEEDS:**

*Theatre Style Seating (if possible)*  
*Wireless lavalier (tie clip) microphone*

### **CHECKS PAYABLE TO:**