



Dear: _____

SUBJECT: LETTER OF AGREEMENT

This letter will confirm the telephone conversation with (_____) and act as a Letter of Agreement. Dr. Alan Zimmerman will speak to your group, (_____), according to the following specifications:

Program Date(s): _____

Program Location: _____

Program City/State/Country: _____

Program Topic/Title: _____

Program Time(s): _____

Audience Size: _____ *(Please specify approximate size.)*

Attire: **Business** **Business Casual** *(Please check one.)*

INVESTMENT:

Program Fee: _____ Plus Expenses ____ Inclusive

Prices reflect our cash or wire transfer fees – for payments on credit cards there will be an additional charge – please call for that charge

Expenses: (Checked items only)

_____	Lowest available airfare	_____	Ground transportation	_____	Tolls
_____	Mileage from office	_____	Parking	_____	Meals
_____	Lodging	_____	Materials	_____	Other

* Note: Programs scheduled late in the day that prevent my departure that evening to my next destination, are billed at a full day fee.

DEPOSIT:

- 50% of the program fee is required and should be sent within 7 days -- to be paid by check or direct deposit.
- An invoice will be sent to you via e-mail.

STANDARD PAYMENT:

- The client will be billed for the remaining 50% of the program fee, plus expenses, after the presentation – payment to be made by check or direct deposit.
- Payable to: Zimmerman Communi-Care Network, Inc.
20550 Lake Ridge Drive
Prior Lake, MN 55372
- Federal Tax I.D. number is: 41-1815441

LEARNING REINFORCEMENT TOOLS:

- Dr. Zimmerman will provide one master set of handouts to the client. And Dr. Zimmerman grants the client the right to reproduce these handouts for each of the program participants -- FREE of royalty charges.
- Dr. Zimmerman will give each participant a FREE subscription to his weekly Internet newsletter entitled, “Dr. Zimmerman’s Tuesday Tips.”
- The client grants Dr. Zimmerman permission to offer his learning materials (books, CD’s, DVD’s) to the attendees. He will take less than 3 minutes to make a very low-key announcement.

OPTIONS:

- Most of our clients want to reinforce the presentation long after it is over. And so most of our clients give their participants one or more of Dr. Zimmerman's books, e-books, or CD's. When purchased prior to the presentation, they are offered to our clients at 20% discount if you purchase 20-50 items, 30% for 51-100 items, and 40% for purchases over 101 items.
- Dr. Zimmerman will confer with the client to help them decide which reinforcement product(s) would be most appropriate.

_____ Check here if you want to purchase reference materials and if you want Dr. Zimmerman to call and help you select the most appropriate materials.

HOLD DATES:

- Because of the numerous inquiries we receive and our desire to give clients an immediate answer, we are not able to hold dates indefinitely.
- If another client requests the same date you have requested, we will call and advise you that you have 48 hours to return the signed Letter of Agreement.
- If we have not received your signed Agreement within that time frame, we will have to give your date to the other client.

CANCELLATION:

- With the return of this signed agreement, we will turn down all other requests for your chosen date. So the cancellation of a speaking engagement results in the loss of income.
- If you cancel all or part of the speaking engagement, a percentage of the fee would become due according to the following schedule:
 - Cancellation more than 90 days away from the program 0%
 - 31-89 days 50%
 - 30 days or less 100%
- Any expenses incurred in relationship to this agreement are also payable if there is a cancellation at any time.

