

Peter D.

Media Literacy

Peter D & Company, Inc.
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Letter of Agreement

This document is an agreement between Peter D. & Company, Inc. of Santa Fe, NM (hereafter referred to as "Peter D.") and _____ representing _____ (hereafter referred to as "client") for the professional services of _____

Client Billing Address:

Contact: _____ Phone #: _____

Fax#: _____

Peter D. shall provide to client public speaking/training/consulting services on the date(s) of _____ at the location of _____

Client shall pay to Peter D. a Speaking Fee of \$ _____ Including all expenses.

Terms: Client shall pay a retainer in the amount of fifty percent (50%) of the speaking fee to Peter D. four (4) weeks in advance of date(s) listed for the delivery of services. This retainer is not refundable unless Peter D. or his representative fail to deliver the services listed in this agreement, in which case Peter D. will make a full refund to the client. The remainder of the speaking fee and expenses are due upon receipt of invoice following delivery of services.

Provisions: Client shall provide presentation audio/visual/stage equipment as agreed upon prior to signing this contract.

Cancellation: Should the event Peter D. is engaged for be canceled less than four weeks prior to the contract dates listed above, client is liable for full contract amount plus any expenses incurred by Peter D. for advance purchase of travel arrangements or materials. If cancellation occurs more than four weeks prior to the contracted dates, client will be liable for travel expenses incurred by Peter D.

Audio/Visual Recording: Client may produce audio and visual recordings of this engagement provided it is solely used for non-profit purposes. Client agrees to provide Peter D. with a copy of all audio/visual recordings made and grants Peter D. unrestricted rights to their use.

Tax information: Peter D.'s federal tax ID # is: 85-0477900. New Mexico CRS # is: 02460315005. *All services are taxable according to local tax law. New Mexico clients must provide a non-taxable certificate for material purchases or pay 7.625% gross receipts tax.*

Agreed to by:

Peter DeBenedittis, Ph.D./Laura Cowan

Authorized Client Representative

Date

Date

*Mail two signed copies to the above address. We will return a copy with our signature.

Prevention



Critical Thinking



Self Esteem

