

PROFESSIONAL ASSIGNMENT AGREEMENT

This agreement is dated _____, between Fabulous Solutions Pty Ltd
and _____, Address _____

Fabulous Solutions Pty Ltd and _____ are under no obligation until this agreement has been signed by both parties.

Please Note: Bronwyn Wallace is not confirmed for this engagement until this agreement and 50% deposit have been received by Fabulous Solutions Pty Ltd.

PRESENTATION DETAILS

Presenter:	Bronwyn Wallace Fabulous Solutions Pty Ltd P O Box 121, North Armadale VIC 3143 Email: info@fabuloussolutions.com.au Ph: 03 9583 0445 Fx: 03 9583 0343	
Date:		
Presentation Time: Start: Finish:		
Session Breaks: <i>(based on a full day's training program) fill in as appropriate</i>	Access to the room must be one hour before presentation begins Morning Tea: Lunch: Afternoon Tea:	
Topic:		
Participant Numbers:		
Venue: <i>(Bronwyn has many contacts with a variety of excellent venues and is happy to discuss assisting in the sourcing of same.)</i>	Name of Venue: Address: Ph: Fax: Email: Contact Name of Person at the Venue:	Name of Room:

INVESTMENT AND TERMS & CONDITIONS

Terms:	50% deposit is due immediately and the balance within 7 days after the event. Dates are not confirmed until deposit has been received.
Payment Options:	Electronic Funds Transfer or Company Cheque
Cancellations:	<p>If the client cancels, the 50% retainer is not refundable.</p> <p>Cancellation by the client within 7 days of a scheduled presentation date requires 100% of the agreed investment. This covers preparation, consulting time and loss of potential business due to holding the date(s) for the client.</p> <p>Although very unlikely, if Bronwyn Wallace cancels, the client will receive a total refund.</p>
Deposit Now Due: Note: Booking Not confirmed until deposit is received	\$

TRAVEL AND ACCOMMODATION

Airfares:	<p>Firm Space Economy Flights for NSW, SA, TAS</p> <p>Firm Space Business Class for QLD, WA, NT and all International Flights</p>
Accommodation:	<p>Non-smoking room where available</p> <p>Where overnight accommodation is required, the hotel should be advised to have room and meal costs for Bronwyn charged to your master account.</p> <p><i>Note: Long distance calls, mini-bar, and incidentals are the responsibility of Bronwyn Wallace</i></p> <p>Checkout Arrangements: Where a presentation lasts after 12.00 noon, late checkout should be arranged for 3.00pm. If the presentation lasts after 3.00pm, late checkout should be arranged for 6.00pm. If the presentation lasts until after 5.00pm and travel connections don't work out, an extra night's accommodation should be charged to the client's master account.</p>

ROOM & EQUIPMENT SETUPS

<p>Keynote Presentation:</p>	<p>The client is responsible for providing support equipment for Bronwyn's presentation, specifically including the following items:</p> <p><u>Basic requirements:</u></p> <ul style="list-style-type: none"> ▪ A table at the front of the room, to the side or against the front wall for Bronwyn's materials ▪ Two flipchart stands with good supply of paper ▪ A jug of room-temperature water (no ice) and a glass ▪ If more than 30 people, Bronwyn prefers to work with a lapel microphone If auditorium, a cordless hand-held microphone for audience interaction ▪ CD Player if 30 people or less, otherwise audio capability <p>Specific Requirements : <i>(These will be discussed with you)</i></p> <ul style="list-style-type: none"> ▪ Overhead Projector or ▪ Dataprojector and Laptop ▪ Lectern with appropriate lighting
<p>Training Workshop:</p> <p><i>(Would also be applicable to break-out sessions for conference groups.)</i></p>	<p><u>Basic Requirements:</u></p> <ul style="list-style-type: none"> ▪ Two flipchart stands with good supply of paper ▪ Water/glasses/mints for each participant ▪ A jug of room-temperature water (no ice) and a glass for Bronwyn ▪ A rubbish bin near the front of the room ▪ CD Player ▪ Large box of tissues ▪ Up to 20 people - U Shape seating with tables ▪ Over 20 people - Cabaret-style (round tables seating people only in the bottom half of the table so everyone is facing the front ▪ A table at the front of the room, to the side or against the front wall for training tools, workbooks etc ▪ A chair or stool at the front of the room ▪ If more than 30 people, Bronwyn prefers to work with a lapel microphone ▪ CD Player if 30 people or less, otherwise audio capability <p><u>Specific Requirements:</u> <i>(These will be discussed with you)</i></p> <ul style="list-style-type: none"> ▪ Overhead Projector or ▪ Dataprojector and Laptop
<p>Lighting</p>	<p>Bronwyn likes to work with as much light in the room as possible. This can effect data, so we have prepared our images so that they work in average lighting environments.</p>
<p>Recording of presentation:</p>	<p>Fabulous Solutions material may not be recorded or duplicated in any way without the written consent of Fabulous Solutions Pty Ltd and the negotiation of an additional fee if applicable.</p>

Read and Agreed:

for and on behalf of Fabulous Solutions Pty Ltd

for and on behalf of

What Next?...

Please fill in above form, check all details, arrange two copies, sign both and send both copies to Fabulous Solutions, along with 50% deposit. We will then countersign the Agreement and send you back a copy for your records.