

Speaker Agreement



We agree to engage Bill Schwartz to speak for:

GROUP: _____
DATE: _____
TIME: _____
LOCATION: _____
HOTEL (for Mr. Schwartz): _____
THEME OF MEETING: _____

To confirm, Bill's fee for this engagement is \$ _____
The 50% \$ _____ **non-refundable** deposit, is **payable immediately**.
The balance 50% _____ is due **one week** before the engagement
Expenses will be billed on completion. This includes full coach airfare, pro-rated when possible, hotel, all incidentals, tips, food, transportation and parking.
Expenses for handouts and other seminar materials will be paid directly by the group.

Make check payable to:
System Concepts, Inc.
Federal Tax ID# 86-0384919

We understand Bill will provide **handout materials, set-up information, introduction and photo** upon receipt of deposit, or when needed by us after the deposit is received.

Please check one box below:

We understand this date is not **confirmed** until **deposit is received**. []
We would prefer to use a credit card to hold this engagement. []

Visa or Mastercard Card # _____ Expiration Date: _____
Name on Card: _____

We have read and agree to all of the above:

Authorized Signature: _____
Printed Name: _____
Title or Relationship: _____

Please fax to (480) 951-2807, then mail with your deposit to.

System Concepts, Inc., 15900 N. 78th St., Scottsdale, AZ 85260