

Booking Agreement – Leigh Farnell

To avoid confusion and maximise the value of the presentation please read, sign and return this booking form to confirm the booking.

To assist you with your planning call or email so we can also provide you with:

- 1. Background briefing questionnaire to help you with your planning and achieving the objectives you have for your event**
- 2. The introduction for your MC to read to introduce Leigh Farnell**
- 3. Logistics, AV, room set up requirements for presentation**
- 4. 25 ways to maximise the success of your conference or educational event – FREE REPORT**

Booking Agreement – Leigh Farnell

This is a booking agreement between _____ (your company)
_____ ABN Number and Leigh Farnell of Performance Development
Consultants Pty Ltd ABN 78009 226 804

Yes, we wish to book (tick the appropriate boxes)

- Leigh Farnell
- Dr. Mark Moorehouse
- Lesley Morgan
- A combination of the above

To appear on _____ (date(s) for _____
(company) at _____ (venue) for payment of the agreed
project fee of _____.

We do / do not wish him to provide each participant with: (tick the appropriate boxes)

- Workbooks
- Hand out notes
- Support audio programmes

Support educational product order:

- Relationship Sales and Marketing
- Customer Service
- Sales Success Programming
- Managing People and Teams
- Wealth Creation
- Business Growth Strategy

- _____ units x \$ _____ = \$ _____

For an agreed fee of \$ _____ per person

_____ (number of participants)

Standard terms and conditions.

Please find outlined below our standard terms and conditions.

1. Leigh Farnell is not confirmed for an engagement until a signed agreement and 50% deposit has been received. This initial investment of 50% or \$ _____ enables us to: a) hold the date for your company and b) be applied to the 'work in progress' of customisation, researching, tailoring, reviewing literature, preparing notes, worksheets, workbooks as agreed and appropriate. The remaining 50% or balance of \$ _____ is requested upon completion of the programme on (date) or one week before if work outside Australia.
2. Balance is due 7 days **prior** to the event.
3. Cancellation fees do apply to bookings, specifically
 - In the event of cancellation by The Client within 30 days of the scheduled date, the 50% retainer is not refundable however we will be happy to apply this investment toward another programme scheduled within 3 months of the cancellation
 - In the event of cancellation by The Client within more than 30 days of the scheduled date, the 50% of the deposit is refundable however we will be happy to apply this investment toward another programme scheduled within 3 months of the cancellation
 - In the event of cancellation by The Client less than one week before the engagement date, the full fee is payable.
 - In the event of cancellation by PDC, all monies paid will be refunded to The Client. Where possible and if The Client so chooses, an alternative speaker may be provided in lieu of the refund.
4. Agreed speaking fees are quoted on advance payment. A payment in arrears option is available but a surcharge will be applied.
5. Payment methods.
 - Cheque - Please make cheques payable to Performance Development Consultants Pty Ltd. PO Box 1509. West Perth WA 6872. Australia.
 - Electronic funds transfer - please deposit into our account - details as follows:

Account Details: will be sent via email upon completion of this form.

Please advise us by fax or email to confirm transfer of funds into our account.
6. Accommodation charges: The hotel should be instructed to have all charges for Leigh Farnell for appropriate night(s), charged to your master account. These charges include room charge and food, **BUT NOT** long distance calls, alcohol, charges to gift shop, golf, etc.

7. Travel: All flights if booked by the client should be via Qantas unless otherwise agreed in writing.
8. Educational Materials: We agree Leigh Farnell can market, promote, gift his performance improvement educational materials to delegates at your conference unless otherwise agreed in writing.
9. Recording of presentation: the presentation and related materials (notes, slides etc) is copyright and protected by international copyright laws and may not be recorded or reproduced in any format (video, audio or other) unless otherwise agreed in writing for agreed compensation.
10. Checkout arrangements: If the presentation lasts after 12:00 noon, late check-out will be arranged for 4:00pm. If the presentation lasts until 2:00pm, late check-out will be arranged for 6:00pm. If the presentation lasts until 3:30pm and travel connections don't work out, an extra nights accommodation will be charged to your master account.
11. Leigh travels business class on all flights unless otherwise agreed in writing.

We hope you agree that clear agreements enable us to concentrate completely on exceeding your expectations and providing a world class service.

All our products and services come with a 100% money back guarantee of satisfaction. If you have concerns with any of these terms please don't hesitate to contact us.

Please authorise and fax back to 08 9385 9754

Details

Date of booking: _____

Time of required for presentation and related support: _____

Venue: _____

Authorising person: _____

Company: _____

Signature: _____

Date of authorisation: _____

Amount

Deposit