

Client Company Name/ Address

November 24, 2014

Dear *(name)*,

As per our conversation and your request, we agree as follows:

I will provide a workshop on Dining Etiquette and Dressing to Win in the Corporate Arena, for the *(company)*. The program is presently scheduled to take place on January 10, 2015, from 10:00 am – 5:30 pm at a Downtown Vancouver location to be determined by *(company)*. There will be a maximum of 45 participants.

I will provide in advance a resource guide via email to be printed and distributed to the participants of the workshop. I will also provide a door prize. I will work with *(company)* and catering staff to plan the menu, seating and other workshop details for an effective delivery.

(company) will provide a projector, screen, computer and wireless lapel microphone for the workshop. All additional costs related to the venue, workshop, and meal will be arranged for and covered by *(company)*.

The agreed upon price is \$ [REDACTED] plus 5% GST, due and payable upon completion.

If this agreement is acceptable to the *(company)*, please authorize where indicated below and email the agreement back to me at info@personalimpact.ca.

I look forward to meeting you in person and working with you on January 10, 2015.

Sincerely,
(your company)
(signature)

(your name)

Agreed and accepted per:

(client contact name)
(client company name)

Date
