

Client Company Name/ Address

November 24, 2014

Dear _____,

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

I will provide a workshop on Dining Etiquette and Dressing for Business, for [CLIENT COMPANY NAME]. The program is presently scheduled to take place on [DATE] from [WORKSHOP TIMEFRAME] 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 the 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 of [YOUR FEE], is 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 [YOUR EMAIL ADDRESS].

I look forward to meeting you in person and working with you on [WORKSHOP DATE]

Sincerely,

[YOUR COMPANY NAME]

(your signature)

[YOUR NAME]

Agreed and accepted per:

(client signature)

[CLIENT CONTACT NAME]

[CLIENT COMPANY NAME]

Date : _____