

Contract for Services

The following is a contract for services between Doug Nielsen Communications and the following:

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Company Contact: _____

Office Phone: _____

Home or Cell Phone: _____

Email Address: _____

Doug's services will be performed as follows:

Event Title: _____

Date: _____

Address of Event: _____

Time of Presentation: _____

Length: _____

Size of Audience: _____

AV Needs: 1 wireless hands free microphone, 1 microphone with stand, one small table

Meeting Objective:

Please give a brief description of your meeting objective or theme:

Chosen Topic or Title of Speech: _____

Doug Nielsen will tailor his message to your group, regardless of the speech chosen. Please complete the Pre-Event Questionnaire to aid in Doug's preparation.

Financial Agreement:

The agreed upon fee will be _____ plus travel expenses which include: all airfare, hotel, gratuities, parking, meals, ground transportation, tolls, etc. A 50% deposit will be required to hold your date and the remaining 50% will be due the date of the event. Travel Expenses will be billed within 15 days following the event. Please make checks payable to Doug Nielsen Communications.

**If you are interested in video recording or taping of the presentation, a separate agreement must be completed.

Acceptance of Agreement:

Doug Nielsen Communications

Signature_____ Date_____

Company

Signature_____ Date_____

Please print name of signer

**Please sign and return one copy. Retain one copy for your records.