

Workshop/Lecture Information and Fees

Louisa L. Smith
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Current Fees

Lectures and Demonstrations

1 to 2 hours \$400.00

Half Day Workshops (3 hours)

Time to be determined \$400.00

One-Day Workshops (6 hours)

10 AM to 4:30 PM with break for lunch..... \$600.00

Expenses

Complete travel expenses must be paid for by the sponsoring organization:

- Roundtrip Airfare – (deposit required, depending on cost of tickets)
- Ground transportation to and from Denver International Airport
- Highway tolls, parking, and roundtrip mileage @ current rate per mile
- Lodging (Private room and bath), meals and transportation from airport and to workshop/lecture destination when applicable.

Cancellation policy

If due to unforeseen circumstances the Lecture/Workshop needs to be cancelled, the contract may be cancelled up to 30 days prior to the purchase of airline tickets or incurred expenses.

If cancellation becomes necessary by the sponsoring organization any time after airline tickets have been purchased and any expense has been incurred, complete reimbursement to Louisa Smith is required upon receipt of adequate documentation thereof.

If cancellation becomes necessary by Louisa Smith due to unforeseen circumstances and an alternative date cannot be arranged, this contract will become null and void and any deposit will be refunded in full to the sponsoring organization.

Workshop/Lecture Agreement and Invoice

Sponsoring Organization:

Contact Name(s):

Address:

Daytime Telephone:

Evening Tel:

Date of Lecture:

Location of Lecture:

Title of Lecture: Fee \$.....

Date of Workshop:

Location of Workshop:

Title of Workshop(s): Fee \$.....

Other Workshops: Fee \$.....

..... Fee \$.....

Fees: Lecture: \$400 • Half Day Workshops: \$400 • All Day Workshops: \$600

Total Lecture/Workshops fees \$.....

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Expenses to be paid for by the sponsoring organization if applicable

- Round Trip Airfare (Notification will be sent if deposit for airfare is required, depending upon cost of airline tickets) : \$.....
- Transportation to and from Denver International Airport: \$.....
- Transportation, Parking, Tolls: \$.....
- Roundtrip mileage expense @ current rate per mile: \$.....
- Meals: \$.....
- Lodging – (private room and bath) hotel or motel \$.....
- Other: \$.....

Total Expenses \$.....

Total Workshop Fees (See above) \$.....

Total Amount Due (less deposit if applicable) \$.....

The signing of this contract confirms the terms stated in this two-page Workshop/Lecture Information and Fees as well as the cancellation policy between the above-mentioned organization and Louisa L. Smith. Please retain one copy for your records and return one to Louisa L. Smith in SASE enclosed. Full payment is due at the closing of program.

Separate checks for services and travel reimbursements would be appreciated.

Signature:

Date: