

# Holder & Associates

2005 Running Branch Road Edmond, OK 73013 405-341-1439

## Agreement

This agreement is between Holder & Associates and \_\_\_\_\_

Whose address is \_\_\_\_\_

Program \_\_\_\_\_

Date / Time \_\_\_\_\_

Location \_\_\_\_\_

Facility \_\_\_\_\_

Fee \_\_\_\_\_ Number of Participants Kits \_\_\_\_\_ Charge \_\_\_\_\_

Payment will be due as follows: One half due at time of booking to hold date, with the remainder due at the end of presentation. (Make Checks payable to Holder & Associates).

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Expenses: Standard coach round trip air fare from Oklahoma City, Oklahoma, ground transportation (includes taxi cabs, rental cars as authorized by the client) and \$35 Miscellaneous expense allowance per day.

Other: \_\_\_\_\_

Hotel arrangements: To be secured by the client, guaranteed for late arrival, and should be billed directly to the client at their business address.

Client agrees to provide room set-up at facility as discussed between Holder & Associates and client.

It is understood that audio or video recording of the presentation in part or whole by the client for private use or other distribution is not a part of this agreement. Should such program reproduction and usage be desired, we will be pleased to provide a separate quotation.

### Accepted:

Holder & Associates Client \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_