



Inspiring people to be extra-ordinary leaders from the inside out

ENGAGEMENT CONFIRMATION FORM

Client:

Contact:

is not confirmed for an engagement until our office has received a signed agreement with a 50% deposit. Please refer to the attached invoice for professional fee and service/s to be provided.

Cancellation Policy:-

1. In the event the client has to cancel previously confirmed date/s, the client agrees to the following cancellation terms:
2. If cancelled and notice is given at least 1 month prior to the engagement date, no fee is payable and the deposit will be refunded. Alternatively the booking may be transferred to another mutually agreed date or we can arrange another speaker.
3. If cancelled and notice is given more than ten days and less than one month prior to the engagement date, the full deposit will be retained.
4. If cancelled and notice is given less than ten working days prior to the engagement date, 100% of the full confirmed investment will be payable. A final invoice will be forwarded for payment within 7 days.
5. In the event the client has to cancel the engagement date/s, any training resources such as products, workshop materials, transport, venue hire payments and other expenses purchased on behalf of the client will be invoiced for full payment by the client.
6. In the event we have to cancel the agreed engagement, all monies paid will be refunded to the client. Alternatively, the client may choose to have us arrange an alternative facilitator/trainer/speaker in lieu of the refund, or to transfer the engagement date/s to another mutually agreed time.

Expenses:-

1. The Client agrees to reimburse us for all expenses associated with providing the confirmed engagement. These costs will be itemised on the final invoice. Such expenses are listed below for your reference.
2. **Professional Fee:** Your investment in this engagement with Us is: [insert fee] (GST Inclusive). This confirmation agreement requires a 50% deposit of [insert fee] (GST Inclusive) and the balance of this fee will be invoiced after the event.
3. **Manuals:** Manuals prepared by Us will be charged at \$16.50 per manual. This will be discussed with the client prior to confirmation of the booking.
4. **Diagnostic and Support Instruments (if required):** Diagnostic and support Instruments used by the facilitator, such as the SMART Leadership Audit will be charged at either a project rate or per survey/person rate. This will be discussed with the client prior to confirmation of the booking.
5. **Meals & Accommodation:** Accommodation charges required for overnight stays to conduct the engagement will be payable by the client. We will discuss venue options with the client prior to making any confirmed accommodation bookings. Room service charges and meals, will also be payable by the client. Only meal expenses that occur during the engagement event or whilst on an overnight stay will be charged and payable by the client.
6. **Airfare:** We will make all bookings and bill only actual charges to the client. All flights over 3 hours shall be 'Business Class'.
7. **Ground transfers:** Where the client does not arrange for transfers, We will charge the client for all parking, travel to/from airports and the engagement venue/s for inter and intra state clients. No charges will be made for clients within the Brisbane district only.
8. **Equipment:** The Client agrees to arrange and provide a white board and/or flip chart and all audiovisual requirements.

Payment:

On completion of the engagement, SMART leadership® will invoice the client for the account balance.

The Client agrees to pay SMART leadership® within seven days of receipt of invoice/s by either:

1. **Cheque** – payable to SMART leadership® (ABN: 94 031 530 398), or
 2. **Electronic Funds Transfer (EFT)** –into our account: SMART leadership BSB: 484 799 Account Number: 002755645
- A remittance advice must also be forwarded by email to our office when choosing to make payments by EFT.
Please e-mail rwineberg@smartleadership.com.au or fax to (07) 3257 1648, with the following details:
Organisation Name, Contact Person, Date deposited, Date of Event, Amount paid and Invoice Number:

As confirmation that you have read, understood and agree to these Terms, please sign and return to SMART leadership®.

Please Print your name®

Signed on behalf of the above named client

Date