

Achieve Moore

Contract for Services

This document confirms the agreement made on 7/26/06 for services rendered by Jimmy Moore, having an address and place of business at 3658 S. St. Lucie Drive, Casselberry, Florida 32707, and phone number 1-210-313-7842 and email address Jimmy@achievemore.com, hereinafter referred to as the **SPEAKER**, and **COMPANY** as represented by **NAME** at **ADDRESS**, with office telephone number: **NUMBER1** and home/emergency/cell number: **NUMBER 2**, hereinafter referred to as the **ORGANIZATION**.

1. **Performed service Details:** During the terms of this Agreement, the **SPEAKER** will perform services as requested by the **ORGANIZATION** on XX/XX/XXXX from XX:XXpm-X:XXpm at this location: **LOCATION**
 - a. Specific services:
 - i. Ambassador Training (2-5pm depending on travel: Details in confirmation letter)
 - ii. 1hr 15 min Keynote: Full Frontal: Exposing Leadership
 - iii. ½ day seminar: Living Leadership with outcomes including but not limited to:
 1. Establish motivation and a strong foundation for leadership career at the University.
 2. Engage students in their own success.
 3. Create understanding and application of “Living Leadership”.
 4. Inspire creative thinking, solution finding and ethical decision making.
 5. Provide tangible and applicable solutions for leadership growth.
 - b. Description of Audience: Student Leadership Scholars
 - c. Anticipated Size: 150
2. **Travel Arrangements:** The **SPEAKER** will be arriving on: **DATE**. He will make hotel reservations and arrange transportation to and from the airport. To ensure timely and accurate arrival, the **SPEAKER** asks that the **ORGANIZATION** arranges transportation between the speaking venue and the Hotel.

PERSON MEETING SPEAKER AT HOTEL: _____
Name Phone #

3. **Payment:** The **ORGANIZATION** shall pay the **SPEAKER** according to the following schedule:
 - a. The fee of \$XXXX.00 made **payable to ACHIEVE MOORE [FEID#: 594-46-1091]**. The fee is due immediately following services rendered. No exceptions unless agreed upon in writing and in advance to **SPEAKER'S** arrival.
4. **Relationship of SPEAKER:** The **SPEAKER** will serve as an independent contractor and this Agreement will not be deemed to create a partnership.
5. **Interpretation of Agreement:** This Agreement may not be changed except in writing, signed by the **SPEAKER** and an authorized procurement official of the **ORGANIZATION**. This writing contains the entire agreement between parties. The validity, performance construction and effect of the Agreement shall be governed by the laws of the State or Commonwealth in which the **ORGANIZATION** has an address and place of business as set forth in the first paragraph of this Agreement. Any attachments to this Agreement become part of this Agreement.
6. **Program Needs:** To ensure a successful program, the **ORGANIZATION** is responsible for providing the following materials and access to the facility at least **ONE HOUR** prior to start time:

For Keynote Performances:

- 1 person to do the prepared introduction
- Two wireless microphones that can be heard from anywhere in the room (1 hand held and 1 Lavalier preferred).
- Small table or podium on stage right.
- 1 chair and 1 stool if available
- 2 bottles of cold water

For ½ day Seminar:

- Small podium or table at front/side of the room
- LCD Projector/Screen for power point/AV Display (speaker will provide laptop)
- Colored note cards (5 per participant)
- 4 bottles of cold water

7. **SPEAKER Needs:** Anything the ORGANIZATION does to make the SPEAKER comfortable so that he may provide a successful program is greatly appreciated. The only *requirement* is lots of cold **bottled water**.
8. **Referral Clause:** “*If program is satisfactory*, the ORGANIZATION agrees to provide the SPEAKER with the names and contact information of two associates whose groups may benefit from booking the SPEAKER and agrees to provide a typed testimonial letter on university letterhead stating a few positive comments about the presentation within 14 days after the event.”
9. **CANCELLATION CLAUSE:** In the event of circumstances beyond the control of the SPEAKER and ORGANIZATION including but not limited to inclement weather, flight cancellations and delays which prevents the work as described in paragraph 1, the SPEAKER agrees to reschedule the date at the agreed upon fee. The ORGANIZATION agrees to reschedule the date within 30 days of the original date at a mutually agreeable date which must fall within ONE YEAR of the originally scheduled date. The ORGANIZATION agrees to reimburse the SPEAKER for all expenses incurred for the original date (i.e. airfares, etc.) and rescheduled date. In most cases, additional travel expenses or change fees for a rescheduled date are minimal. In the event that the ORGANIZATION cancels an already contracted date for reasons at the discretion of the ORGANIZATION and not due to an Act of God or act of the SPEAKER (i.e. poor advance registration, departure of person who entered into contract, budget cut, etc.) the ORGANIZATION is responsible for 100% of the agreed upon fee plus non-reimbursable travel expenses unless the SPEAKER is able to re-book the calendar date contracted. Payment by the ORGANIZATION is required within 10 days of the original contracted date. If the ORGANIZATION agrees to change (i.e. reschedule) a contracted date and the SPEAKER is unable to re-book their original date the ORGANIZATION is responsible to pay 25% of the original fee as a penalty and reschedule the date within thirty days of the originally contracted date for a new date within ONE YEAR of the original date. However, if the SPEAKER is able to re-book a canceled or changed date the ORGANIZATION is only responsible for the non-refundable travel expenses incurred by the SPEAKER.

In Witness Whereof, the Parties hereto have executed this Agreement as of _____ (Today’s date). Please **fax and mail** one signed copy of this Agreement no later than seven days after receipt. Thank you.

ORGANIZATION:

Signature: _____ Date: _____

Name: _____ Title: _____

(please print)

SPEAKER:

Signature: _____ Date: _____

Jimmy Moore DBA *ACHIEVEMOORE*

Speaker Contact:

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