

## Terms and Conditions

**Confirmation of Engagement:** To confirm Kendall C. Wright for a presentation (keynote, facilitation or seminar), a **Program Agreement** must be completed and returned with **50% deposit** of the agreed investment.

Check is payable to:

**Entelechy Training and Development, Inc.**  
Federal Tax ID# **31-1765163**

**Payment of the balance of invoice:** The balance of the agreed investment is due within 15 days after delivering the presentation(s). All payments are in US dollars only.

**Payment of expenses:** Expenses are invoiced separately and are capped at \$75 per diem (as needed) to cover incidentals, tips, tolls, parking, etc. Remittance is due upon receipt.

**Payment methods:** Payment can be made via check or electronic banking.

### **Cancellation policy:**

If canceled by the client, the 50% retainer is **not refundable**.

Cancellation by the client within 45 calendar days of a scheduled presentation date requires 100% of scheduled fees and related expenses. This covers preparation and loss of potential business due to holding date(s) for the client.

If canceled by Kendall C. Wright (although highly improbable,) **the client will receive a total refund**. If preferred, whenever possible, an alternative date or speaker will be provided.

**Accommodations:** Where overnight accommodation is required, please inform us of your preferred partner(s).

**Flight arrangements:** Our preferred carrier is Delta. We will arrange round trip coach airfare (Y) domestically and business class internationally. If you prefer to make flight arrangements, please inform us of all details pertaining to ticketing and restrictions.

Transportation to and from the airport, to the hotel, and/or venue will be charged back to the client at cost.

**Audio and Video Recording:** Kendall is very willing to work with you to leverage the long-term impact and implementation of information covered in the presentation. An **Audio/Video Recording Agreement** is required for this additional service. Recording fees and guidelines are as outlined below:

- Mr. Wright will receive the master of all recordings.
- **Video recording** fee will be 60% of the presentation fee.
- **Audio recording** fee will be 50% of the presentation fee.

**Letter of recommendation and referrals:** Upon completion of the event(s), we ask for a letter of reference on your organizational letterhead to add to our portfolio of actualizing clients. There is no better way to expand our impact than by referral. We ask that you provide names and contact information of three organizations that might benefit from our expertise.

We value your business. Experience has taught us that details discourage disagreements. This simple agreement enables us to concentrate on delivering a world-class presentation that will meet, and wherever possible, exceed your expectations. Should you have any questions regarding these terms and conditions, please don't hesitate to **contact us**.