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| --- | --- | --- | --- | --- | --- | --- |
| **Name of Event or Meeting:** | | | Click or tap here to enter text. | | | |
| **Company Name:** | | | Click or tap here to enter text. | | | |
| **Date(s) of Event:** | | | Click or tap here to enter text. | | | |
| **Desired Arrival Time (include time zone):** | | | Click or tap here to enter text. | | | |
| **Speaking Time (start and finish \*include time zone):** | | | Click or tap here to enter text. | | | |
| **Specific Location of Event (including address and room # if applicable):** | | | Click or tap here to enter text. | | | |
| **Topic of Presentation:** | | | Click or tap here to enter text. | | | |
| **Agreed Upon Presentation Fee:** | | | Click or tap here to enter text. | | | |
| **I agree to Net 15-day terms:** | | | (tap.) yes (tap.) no  **\***In the event your bookkeeping has set payment terms, please list those. | | | |
| **If no, please explain the desired modified terms:** | | | Click or tap here to enter text. | | | |
| **How will you be paying?** | | (tap.) check (tap.) credit card (**3.2% service charge on credit card transactions**). (tap.) bank transfer | | | | |
| **Are you wanting to record for future use?** | | (tap.) yes (tap.) no | | **How long do you want to license the recording?** | | Click or tap here to enter text. |
| **Agreed Upon Travel Arrangements** | | Click or tap here to enter text. | | | | |
| **Name of Point of Contact for Event:** | Click or tap here to enter text. | | | | **Cell Number of Point of Contact:** | Click or tap here to enter text. |
| **Anticipated Number of Attendees:** | Click or tap here to enter text. | | | | **Event Dress:** | Click or tap here to enter text. |
| **Hotel Confirmation # (if applicable):** | Click or tap here to enter text. | | | | **Flight Confirmation # (if applicable):** | Click or tap here to enter text. |

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| --- | --- |
| **Name of Individual Invoice Should Be Sent:** | Click or tap here to enter text. |
| **Email Address:** | Click or tap here to enter text. |
| **Billing Address:** | Click or tap here to enter text. |