

Engagement Terms and Conditions

CHASING *GREATNESS*

Engagement Terms and Conditions

00/00/2016

The following are the standard terms and conditions agreed upon by _____ and David King for the presentation on _____.

Confirmation Terms:-

1. David King is not confirmed for an engagement until this signed agreement has been received with full payment of the professional fee being made upfront. For conferences and extended programs the payment of a 50% deposit can be negotiated to secure the booking with the balance within 7 days of completing the engagement. In this case an agreement will be prepared for your signature.

NB: The agreement must be signed and received by David King within 14 days of it being sent in order to officially secure the date of the booking.

Cancellation Policy:-

2. In the event that the client has to cancel the date, which has been confirmed with David King, the client agrees to the following cancellation terms:

a. If cancelled and notice is given twenty or more working days prior to the engagement date, no fee is payable and any money paid will be refunded to the client by David King. Alternatively the program may be transferred to another mutually agreed date.

b. If cancelled and notice is given within ten to nineteen working days prior to the engagement date, the payment of 50% of the full cost of the confirmed investment will be retained by David King.

c. If cancelled and notice is given within nine working days prior to the engagement date, 100% of the full confirmed investment will be paid to David King.

3. In the event that David King has to cancel the agreed engagement, all monies paid will be refunded to the client. Alternatively, the client may choose to transfer the engagement date to another mutually agreed time.

4. Your investment in this professional development session with David King is GST Inclusive. This confirmation agreement requires upfront payment of this amount or negotiated deposit to confirm the date.

5. The Client agrees to arrange and provide all Audio Visual requirements.

Fee and Payment method: -

6. Electronic Funds Transfer (EFT) – Payment may be forwarded into the following account:

Presentation Fee:		BSB Number:	012 881
Account Name:	David King	Account Number:	5364 78125

A remittance advice email should be forwarded to David King when making payment by EFT.
Please email masterdavidking@gmail.com with the following details:

School Name:		Date payment deposited:	
School Contact:		Invoice Number:	
Date of Event:		Amount paid:	

Confirmation

7. As confirmation that you have read and understood these Confirmation Terms and Conditions, a signature will be required and a copy of this document returned to David King within 14 days of the sent date at the top of page 1. Both posting and scanning of document is acceptable.

I understand and accept the terms and conditions involved in booking David King as a speaker at _____.

Name _____ **Contact No.** _____

Signature _____ **Date** _____

Mailing Address:-

Chasing Greatness – David King
2/5 Francis Street
RANDWICK 2031 NSW
Ph. 0401 024 120

ABN: 86 504 518 474