

# techniques + inspiration

The Tammy Stanley  
**Sales refinery**  
A Better Bottom Line Is No Laughing Matter

motivational training

empowerment

## Appearance and Speaking Agreement

Between Tammy Stanley, Speaker and Client

Page 1 of 3

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Contact (First and Last name): \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell or Residential Phone: \_\_\_\_\_

## Presentation Specifics

Event Date: \_\_\_\_\_

Address: \_\_\_\_\_

Time: \_\_\_\_\_

Speech Length: \_\_\_\_\_

Audience Size: \_\_\_\_\_

Audience Demographic: \_\_\_\_\_

Location: \_\_\_\_\_

Facility: \_\_\_\_\_

Meeting: \_\_\_\_\_

## A/V Equipment

A cordless lavalier lapel microphone if group is larger than 50 people Requested CD to be played at end of speech.

**Tammy Stanley** 🎤 motivational speaker > author

📞 480.775.4866 📠 480.296.9552 📍 954 E. Drake Drive, Tempe AZ 85283 🌐 [www.thesalesrefinery.com](http://www.thesalesrefinery.com)

building confidence  
action  
= results

# techniques + inspiration

The Tammy Stanley  
**Sales refinery**  
A Better Bottom Line Is No Laughing Matter

motivational training

empowerment

## Appearance and Speaking Agreement

Between Tammy Stanley, Speaker and Client

Page 3 of 3

## Recommendation Letter

Client also agrees to send a recommendation letter for Tammy Stanley on client's company letterhead within 10 business days of the scheduled presentation.

## Accepted and Approved

Must be executed and returned before date(s) are confirmed.

\_\_\_\_\_  
Tammy Stanley

\_\_\_\_\_  
Client or Contracting Officer for Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

building confidence

action  
= results

**Tammy Stanley** 🗣️ motivational speaker > author

📞 480.775.4866 📱 480.296.9552 📍 954 E. Drake Drive, Tempe AZ 85283 🌐 [www.thesalesrefinery.com](http://www.thesalesrefinery.com)

# techniques + inspiration

The Tammy Stanley  
**Sales refinery**  
A Better Bottom Line Is No Laughing Matter

motivational training

empowerment

## Appearance and Speaking Agreement

Between Tammy Stanley, Speaker and Client

Page 2 of 3

### Meeting Objective and Title

**Meeting Theme or Objective** \_\_\_\_\_

**Agreed-upon Title or Subject** \_\_\_\_\_

It is Tammy's intent to tailor her message to your audience. It is therefore requested that client send copies of any brochures, reports, etc. explaining types of products and services offered by client, as well as copies of the official program, promotional mailings, etc., pertinent to this engagement.

If hotel reservations are necessary...

**Name of Hotel** \_\_\_\_\_

**Dates of Stay** \_\_\_\_\_

It is requested that quality accommodations be made in Tammy Stanley's name and that the hotel confirm reservations directly to Tammy at the address or email address shown above.

### Financial Specifics

The agreed upon fee will be \_\_\_\_\_ plus minor expenses.

A deposit of half of the agreed upon fee of \_\_\_\_\_ is required at the time of booking in order to confirm and hold the date. The balance of the fee is due and payable on or before the day of the presentation. You will be billed for minor expenses unless you chose the inclusive package for all travel expenses.

Because this confirmation removes Tammy Stanley from the marketplace for the date(s) agreed upon, the following cancellation charges will apply: notice of 91 days or more -- no charge, 46 to 90 days notice -- 50% of agreed upon fee, 45 days or less -- full fee due and payable by original engagement date.

*If Tammy Stanley cancels or does not provide services, she shall immediately refund to client the entire deposit.*

**Tammy Stanley** 🎤 motivational speaker > author

📞 480.775.4866 📠 480.296.9552 📍 954 E. Drake Drive, Tempe AZ 85283 🌐 [www.thesalesrefinery.com](http://www.thesalesrefinery.com)

building confidence  
action = results