



STATEMENT OF GENERAL TERMS & CONDITIONS

Speaker Fee Structure

Traci Duez is available for keynote presentations, seminars and workshops worldwide. She is also available as a group facilitator, workshop leader, or panel participant. The following fee schedules are currently (2016-2017) in effect:

Fee	Category
\$5500	Keynote (up to 1 hour)
\$7000	Keynote (1 to 2 hours)
\$3500	Seminar / Break-out (up to 1.5 hours)
\$6000	Seminar / Break-out (1.5 to 3 hours)
\$12000	Full-day (up to 8 hours)

Reimbursable Expenses

The following expenses will be billed at direct cost:

- a) Travel expenses necessary, including rail, taxi, bus, air, rental vehicles, and mileage in company or personal vehicles.
- b) Accommodations, tips, and all meals.
- c) Telephone/fax charges, if traveling internationally.
- d) Postage and shipping/courier services, if materials are required.
- e) Assessments (if required for break-out or full-day) are additional \$100/person
- f) Printing and reproduction, photocopying, laser printing, etc.

The client will be notified of estimated reimbursable expenses prior to the engagement. Client may also choose to pay a per diem rate for items in category (b).

Guarantee

All of Traci's services come with a **100% satisfaction guarantee**. If you are not completely satisfied, we ask for the opportunity to make it right. If that is not possible, we promise to give you a full and complete refund.