



**ALLAN BONNER COMMUNICATIONS MANAGEMENT, INC.
CONTRACT AND SERVICES CONFIRMATION FORM**

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This will confirm the retention of Allan Bonner Communications Management, Inc., by _____ on _____ in _____

This booking will only be deemed to be confirmed on receipt of this signed form and the above dates may continue to be offered to other clients until this form is scanned and emailed to allan@allanbonner.com. In the case where client’s facilities are used or the client is booking an off-site meeting room, the room should be large enough to accommodate all participants, plus tripod, camera, TV set, flip chart and two-chair mock interview set.

Allan Bonner Communications Management, Inc. provides most equipment. For this session we require _____ to be provided by the client.

The daily fee is 3,995.00. Normal out-of-pocket expenses will be billed as per receipts submitted. Estimates discussed or provided are subject to the actual cost incurred. Other disbursements and charges will be as detailed in the fee schedule which follows and they will form a part of the eventual invoice. Also, a deposit (interim billing) may be requested.

CONTRACT AND FEES	
Initial consultation	\$2,500
Initial Retainer	\$5,000
Daily rate (1-3 participants) <i>Budget 2 days if training is required for 4-6 participants, etc.</i>	\$4,995
Additional participants per day	\$1,250
Hourly Rate – research, strategy, planning, tape analysis, etc.	\$300 - \$925
Learning materials per participant <i>Most Audio Digital Downloads</i> <i>Most Video Digital Downloads</i>	From \$49.95 <i>From \$14.95</i> <i>From \$19.95</i>
Remote interviews—double-ender, talk show, print, etc.	\$295
Routine emails (each)	1/6 of hourly rate
Travel/day	+50% of daily rate
Weekend and off-hour rate additional	+50% of applicable fees
Sub-consultants/interviewers	\$1,600 per day
Audio and video recording facilities	\$100/hr
Meeting rooms	\$495/day
Portable equipment (cameras, tripod, lights)	\$95.00 per day
Notebook computers	\$95.00 per day
Expenses	Receipts submitted
Clerical/administrative/scheduling support per hour	\$95
Cancellation/rescheduling	+50% of budget

All applicable taxes extra.

Accounts and due and payable within 30 days of receipt of an invoice.

Overdue accounts are charged at a rate of 24% per annum.

This electronic document from the website allanbonner.com is deemed to have been signed by Allan electronically. This document constitutes a bona fide contract governed by the laws of Ontario. The signatory warrants s/he has read and understood the terms and conditions of signing on with us and budgeting discussed and available in writing on allanbonner.com. The signatory has been directed to these documents and made generally aware of their contents.

We are looking forward to assisting you.

Name:

Title:

Organization:

Date: