Letter of Agreement

One Letter of Agreement is required per workshop date. All parties agree to the following terms and conditions:

This agreement is between HIRE AUTHORITY and the “CLIENT”: **A.)** **Enter organization’s name HERE** .

**WORKSHOP**: HIRE AUTHORITY will provide one 1-Day *Motivation-Based Interviewing* workshop*.* CLIENT agrees that there will be a maximum of 20 participants.

**WORKSHOP DATE**: **B.)** Click HERE to select workshop date

**WORKSHOP LOCATION** (City, State): **C.)** Click HERE to enter workshop location

**CONTRACT TRAINER:**  **D.)** Click HERE to enter Contract Trainer’s name

**WORKSHOP TIME:**  **E.)** Click HERE to select workshop start/end time

**CONTRACT TRAINER RATE:** CLIENT agrees to pay HIRE AUTHORITY $4500.00 per workshop plus travel expenses.

**50% DEPOSIT AMOUNT:** $2,250.00 - A deposit is required to lock in workshop date, and must be received prior to the workshop date. Deposit can be paid by check or via credit card online at [www.hireauthority.com/pay-deposit](http://www.hireauthority.com/pay-deposit). The balance due will be invoiced upon training completion. Travel expenses will be invoiced separately by trainer.

**OTHER:** CLIENT shall provide and the cover costs for workshop facilities, A/V requirements, workshop supplies, food and beverages for working lunch and breaks.

**CANCELLATION BY THE CLIENT:** In the event the CLIENT cancels the event at any time after the contract is signed the CLIENT is liable for 50% of the agreed fee and airfare (if airfare is booked). If such cancellation occurs within 60 days of the event, the client is liable for paying HIRE AUTHORITY the full fee.

**CANCELLATION BY THE HIRE AUTHORITY:** In the event of cancellation of this agreement at any time by HIRE AUTHORITY due to trainer illness or other unforeseen emergency, HIRE AUTHORITY will have no liability for expenses or losses incurred by the CLIENT. If such cancellation occurs, HIRE AUTHORITY agrees to immediately reschedule or refund to the CLIENT any money received from the CLIENT in the event HIRE AUTHORITY cancels the contract.

**ACTS OF GOD:** If HIRE AUTHORITY or CLIENT is unable to fulfill the terms of this contract due to an Act of God or any other legitimate condition beyond either party’s control, HIRE AUTHORITY and the CLIENT mutually agree that either party may cancel this contract and all parties shall be released from liability or damages hereunder.

**CLIENT AUTHORIZED REPRESENTATIVE:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **F.)** Click HERE to select today’s date

Print Name: **G.)** Click HERE to type your name Title: **H.)** Click HERE to type your job title

**HIRE AUTHORITY:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Carol Quinn, President

*Please print, sign, scan and return this Agreement via email to* maria@hireauthority.com *or fax to 561-638-1192.*