



Great Days Presentations
2002 Shari Lane
Garland, TX 75043
Toll free: (877) GR8-DAYS
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Fax: (972) 240-6109
Julie@juliealexander.com

PROGRAM INFORMATION

Client: _____
Event: _____
Date(s): _____
Location: _____
Time(s): _____
Program(s): _____
Type and Title _____

FEE: \$ _____ + expenses (to include round-trip coach airfare, ground transportation, lodging for _____ nights – dates

RETAINER: \$ _____ retainer payable to Julie Alexander with return of this agreement. Balance + expenses will be due upon completion of program. Please note that the date is not guaranteed until the agreement and retainer are received by our office.

PRINTED MATERIALS: (May be provided by either speaker or client based on agreement.)

PRODUCT SALES: (If pre-meeting sales are involved, they will be detailed here.)

Books, tapes, other products may be made available to participants.
Audio or video taping permitted only with prior written permission.
Please send copies of any programs or publicity materials for this event.

If this information is correct, please sign and return retaining a copy for your files. If you have questions, please call 972.240.5717.

“Thanks so much for inviting me to speak to your group. I can assure you that every effort will be made to make _____ a “great day” for you and your people.”

Julie Alexander Date: _____

Accepted by: _____

Title: _____ Date: _____

Return to: Julie Alexander
2002 Shari Lane
Garland, TX 75043