



P.O. Box 12083  
Green Bay, WI 54307-2083  
920-606-6167  
mick@mickhager.com

## Sample Letter of Agreement

**Date of Engagement:**  
**Speaking Fee:** Plus Expenses  
**Billing Address:**  
**City, State, Zip:**  
**Engagement Location:**

**Contact Name:**  
**Contact Phone:**  
**Organization Name:**  
**Phone:**

This document is an agreement between Mick Hager & Co., Green Bay, WI (hereafter referred to as "MH&C") and **You** representing **Your Organization** (hereafter referred to as "client") for the professional services of Mick Hager.

### Expenses:

- Client agrees to arrange for coach air travel from Green Bay, Wisconsin to **destination** or if within three hours of Green Bay to reimburse MH&Co. at a rate of \$.585 per mile roundtrip.
- Client agrees to be invoiced for additional travel expenses (taxis, tips, tolls additional mileage and airport parking, etc.). Any further expenses incurred in preparation for this event (custom materials, printing of handout materials, shipping charges, etc.) will be invoiced to the client one week after the event and are due upon receipt.

**Audio/Visual Recording:** The performance of Mick Hager and all of his material is copyrighted, and the exclusive property of MH&C. No part of the presentation may be recorded by any method, for any reason, without written approval of MH&C in advance of the engagement date listed in this agreement.

**Miscellaneous:** MH&C Employer Identification Number (EIN or Tax Number) is: 20-5293191. Please return one signed copy of this agreement along with your deposit check for 50% of speaking fee to secure your program date(s). The remaining 50% balance is due one week prior to event date. You will receive a signed copy of this agreement within 10 days of receipt by MH&C.

\_\_\_\_\_  
D. Michael "Mick" Hager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Client Representative

\_\_\_\_\_  
Date

Please return to Mick Hager & Co. LLC, P.O. Box 12083, Green Bay, WI 54307-2083