



65 Bouknight Road Johnston, South Carolina 29832 803-275-5090 Fax: 803-275-2714 Direct: 803-480-1190
Email jane@janeherlong.com web site janeherlong.com

CLIENT _____ Phone: _____

CONTACT PERSON _____

MAILING ADDRESS _____

DATE OF FUNCTION: _____

MEETING LOCATION: _____

NUMBER OF PROGRAMS: _____

TIMES: TIME MEETINGS BEGIN: _____ Time Jane speaks _____

TYPE OF PRESENTATION: _____

TITLE OF PRESENTATION : _____

FEE The fee should be paid to the speaker at the conclusion of the presentation. Checks should be make payable to JANE JENKINS HERLONG (ss# 249-06-9197).

Jane's fee is _____

EXPENSES: Client agrees to pay out of pocket expenses for meals. Client will pay for travel to and from Johnston, South Carolina

PRODUCT SALES: Client agrees to allow speaker to have a product table. Speaker agrees not to sell products inappropriately during presentation.

If necessary Client agrees to pay Car Rental _____

SPEAKER agrees to bill CLIENT for appropriate expenses, pro-rated when possible. Client agrees upon receipt of this expense invoice, they shall forward a check for these expenses to SPEAKER'S office. _____

SPEAKER _____ **CLIENT:** _____

DATE _____

DATE _____

SIGNATURE _____

SIGNATURE _____

My sound requirements are: CD player, (I can bring my IPOD or CD player), free standing speakers, amp and cordless handheld mic. Also, a sound technician needs to operate the system during the presentation. I also have two DVD's: one of the National Anthem and the other is Thinkin 'Bout Home. If you would like for me to perform these music video/songs I need a Laptop Computer with Windows Media and an LCD Player.

Please fill in blanks, sign and return one copy to me. Thanks!