



TheFemaleAffect

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Professional Services Agreement

This Professional Services Agreement (Agreement) is entered into by and between _____ (Client) and The Female Affect (Vendor).

Professional Services: The agreement covers both speaking and consulting services based upon the services agreed upon by the Client and Vendor.

Workshop Description: Customized speaking and or training sessions based upon the topics and developmental subject matter agreed upon by the Client and Vendor.

Dates/Times/Location: TBD

Scheduling and Cancellation Process: Client and Vendor may confirm or modify the presentation date and/or location via e-mail or telephone confirmation. Cancellation within thirty (30) days of the scheduled presentation date will result in a cancellation fee of 10% of the professional fees described below unless a mutually acceptable alternative is agreed by the parties. Cancellation within fourteen (14) days of the presentation date will result in a cancellation fee of 50% of the professional fees described below unless a mutually acceptable alternative is agreed by the parties.

Professional Fees, Expenses and Invoicing: Following the completion of the speaking and or consulting sessions, Vendor will invoice Client for professional fees within 10 days of the services being performed. All other expenses (shipping, travel, accommodations, facilitator meals, training venue, AV rental) are extra and billed at actual rates. These expenses will also be billed within 10 days of the expenses being incurred.

Proprietary Rights and Confidential Information: Both parties agree to prevent the unauthorized use and disclosure of Proprietary and Confidential Information regarding the other party. Parties agree to hold in trust and confidence any Confidential and Proprietary Information related to the other party and shall not disseminate or disclose such Confidential Information to any individual or entity, except as necessary in performing the services described above.

By the signatures of their authorized representatives below, the parties agree to all of the provisions of this Agreement.

The Female Affect (Vendor)

Client

Title: _____

Title: _____

Date: _____

Date: _____