**The Business Specifics 2:**

**COMPLETE THIS FORM AFTER OR DURING NEGOTIATIONS…BOTH PARTIES MUST SIGN OFF**

The agreed-upon honorarium will be \_\_\_\_\_\_\_\_\_\_\_\_\_ (fee). Confirmation deposit of 50% to hold the date is due by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (confirmation date). The balance of the honorarium will be due 30 minutes before the agreed upon presentation.

* If traveling out of state, (ministering one service) all travel expenses (roundtrip) requires full deposit, honorarium deposit and balance remains the same.
* If ministering a three day or more revival, travel expenses (roundtrip) requires full deposit, honorarium due in full upon arrival

Please make checks payable to **Kevin L. Lipsey**

Because this confirmation removes me from the marketplace for the date(s) agreed upon, the following cancellation charges will apply:

* Notice of 91 days or more - no charge
* 46 to 90 days’ notice - 50% of agreed upon fee
* 45 days or less notice - full fee payable by scheduled date of the engagement.
* You will be responsible for any expenses incurred due to changes in schedules or locations initiated by you.
* If necessary, the speaking date may be rescheduled to any mutually agreeable time and location.

* If for any reason PKL cancels or is unable to fulfill engagement, **PKL** will immediately refund your entire deposit.

**Absolutely No Checks or Cash** accepted! Make payments through PayPal, Cash App, Certified Funds, or Cashier’s Checks

**Please complete and return immediately**

Your signature on this letter and payment of 50% of the honorarium signifies your agreement to these terms and will allow us a hold date. Any remaining honorarium and expenses will be due as stated in this agreement.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kevin Lipsey “PKL” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_