Thank you for inviting RHCS to present at your upcoming event. The following will outline the responsibilities for each party.

**RHCS’ obligations**

- RHCS will conduct a state-of-the-art workshop that will inform, inspire and uplift your audience.
- Attendees will receive contact information to contact RHCS directly with any questions.
- All attendees will have the opportunity to purchase and receive autographed copies of RHCS’ material to include books, DVDs and CDs if permitted or if you choose to purchase for attendees in advance.

**Copyright**

RHCS will retain the copyright of all materials used presentations, including any handouts. No written work can be copied without Dr. Buckingham’s written permission.

RHCS’ material often reinforces the concepts presented to your group. Because attendees often want to learn more or reinforce what they have just learned, you may wish to purchase copies of RHCS’ material for all attendees to be presented on-site (volume discounts available) or allow copies and support materials to be sold after the presentation.
Your obligations

In exchange for the services provided, Client agrees to compensate RHCS as follows:

Workshop Fee: ______ to be paid by Option A or **Option B** (Client shall initial choice below):

- _____ Option A: A confirmation deposit of 25 percent upon signing of this Agreement (This will hold your date) and 75 percent within one week of the Date of Event (“Remainder”), or
- _____ Option B: Total fee upon signing of this Agreement. (This will hold your date).

**Recording:** The Workshop Fee does not include the right to audio- or video-tape RHCS’ seminar for commercial use. Client must get permission in writing from Dr. Dwayne L. Buckingham, President and CEO of RHCS.

**Room Set-Up:** A PowerPoint presentation, video-clips, music and personal story telling are utilized to engage participants and stimulate discussion. **Equipment needed to conduct workshop:** One lap-top computer, projector and screen (or blank wall), radio and one wireless lapel microphone (if warranted).

In the event Client cancels Event or changes the Date of Event to a date RHCS cannot accommodate, the following fee schedule shall be in effect from the time RHCS receives notification of cancellation or date change: - All deposit shall be retained by RHCS – All deposits are non-refundable Because RHCS was not able to book for another event due to holding the agreed date and time. (If Option B was selected above); 31-60 days prior to Event notification of cancellation - 50 percent of Workshop Fee will be refunded to client.

In the event RHCS cancels Event or changes the Date of Event to a date Client cannot accommodate, 100 percent of Workshop Fee will be refunded to Client.
**Holding Dates:** Because of the numerous seminars offers RHCS receives and our desire to serve clients with an immediate answer, RHCS does not hold dates. If this Agreement is not returned within 7 business days of receipt by Client, Date of Event will be considered open. Please send RHCS copies of any announcements regarding the Event.

**What to do now**

To ensure that your date is reserved, please complete the on-line contract form and submit your full payment or nonrefundable confirmation deposit on-line or send check to the address above. Please make check payable to RHCS.

We look forward to a great workshop. Please contact us know if you have any questions.

Thank you!

*Dwayne L. Buckingham*

*CEO & Founder, RHCS*
R.E.A.L. Horizons Consulting Service, LLC

Workshop Contract

RHCS agrees to present on (date) _____________ from (time) ____________ at (location) ______________________________. The topic RHCS will be presenting on is titled: ________________________________.

The total number of presentation sessions RHCS is expected to provide is _____ with each session at _____-minutes. Workshop Fee: $______. Host will also receive a 30% Discount off all RHCS products. Total due now: $______

The host organization, ______________________________ agrees to the following:

• **The total ($0.00) will be paid in full and is due with this signed contract (Option B)**

• The total will be paid in two installments. A 25 percent non-refundable deposit (whichever is greater) will hold the above date with signed contract.

This will guarantee RHCS’ availability on the date(s) you have requested. The balance of $_______ will be paid to RHCS on the date of the presentation (Option A).

• **The Terms and Fees outlined in this contract may not be disclosed with Third Parties. Any breach or violation of this contract shall be addressed in a court of competent jurisdiction in the federal or state courts.**

By signing completing this form, you acknowledge your acceptance of the above conditions:

Signature: ______________________________ Title: ______________________________

Date: ________________________________

//Signed//
Dwayne L. Buckingham
CEO& Founder, RHCS