



MARTHA GRACE REESE, MDIV, JD  
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 www.GraceNet.info



WWW.GRACENET.INFO

## Letter of Agreement

This letter outlines the agreement between the GraceNet, Inc. and your organization (“Organization”) to provide the services of Martha Grace Reese. Please complete the contract and send two signed copies of it, together with a \$300 non-refundable deposit, to us at the above address. **Checks should be made payable to “GraceNet, Inc.”** GraceNet will return a completely signed original of this letter of agreement to you and will present a final billing after completion of services. If you have any questions, please do not hesitate to contact us (317.523.4069).

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Person’s Assistant: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

FAX: \_\_\_\_\_

DATES OF EVENT: \_\_\_\_\_

TIME of Reese's first presentation/meeting\_\_\_\_\_

TIME of Reese's last presentation/meeting\_\_\_\_\_

NAME OF  
EVENT\_\_\_\_\_

LOCATION/ADDRESS Of EVENT\_\_\_\_\_

AIRPORT into which to fly\_\_\_\_\_

(estimate driving time from airport)\_\_\_\_\_

Secondary airport\_\_\_\_\_

(driving time from 2<sup>nd</sup> airport)\_\_\_\_\_

HOTEL ADDRESS \_\_\_\_\_

(Hotel phone number\_\_\_\_\_

DESCRIPTION OF EVENT (Estimate of numbers of people attending, percentage clergy/lay, requests for what Reese will do. Use back of sheet if you'd like.)

ORGANIZATION'S PRE-EVENT AGREEMENTS with GraceNet (What will you do to prepare participants for the event?):

DAILY FEE AGREED UPON IN ADVANCE\_\_\_\_\_ (GraceNet charges a daily fee for Reese's services, which include working with you in advance, preparation, travel time, and a follow up phone consultation a month after the event. All expenses will be borne by the Organization.

Reese will make TRAVEL ARRANGEMENTS. The Organization will reimburse her within two weeks of presentation of an invoice for airfare purchased in

advance. Reese will be happy to work with the Organization's travel agent if you have a direct billing arrangement in place.

The Organization will provide a SINGLE ROOM WITH HIGH SPEED INTERNET ACCESS AND PRIVATE BATHROOM for Reese. (Bed and breakfasts don't work well. When you make a reservation, please ask that there be no feathers in the room. She deals with a fairly severe allergy!)

***CANCELLATION OF THIS CONTRACT will entail the loss of the deposit (plus any non-refundable airline charges or costs for expenses already incurred.).***

\_\_\_\_\_  
Organization's Officer Signature

\_\_\_\_\_  
Martha Grace Reese, President

\_\_\_\_\_  
Organization's Name

GraceNet, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date