

PRUITT MOTIVATIONAL NETWORK

LETTER OF AGREEMENT (LOA)

This Letter of Agreement (“Agreement”) is entered into between:

Pruitt Motivational Network (PMN) and

[Client/Organization Name]_____

1. ENGAGEMENT DETAILS

PMN agrees to provide keynote speaking and/or leadership training services for:

- **Event Name:** _____
- **Engagement Type:** [Keynote / Workshop / Breakout / Training]
- **Event Date(s):** _____
- **Location:** _____
- **Format:** [In-Person / Virtual]

2. FEES & PAYMENT TERMS

The Client agrees to compensate PMN as follows:

- **Total Fee:** \$ _____
- **Deposit:** \$ _____
- **Remaining Balance:** _____

Payment Terms:

- Deposit is **non-refundable** and secures the engagement date
- Final balance must be paid in full prior to services being rendered
- Payments can be made via: [Check / ACH / Online / Other] Made out to Brian Pruitt

3. SERVICES PROVIDED

PMN agrees to provide:

- Delivery of agreed-upon keynote/training session(s)
- Customization of content (if applicable)
- Pre-event coordination (as needed)

4. CLIENT RESPONSIBILITIES

The Client agrees to provide:

- Event logistics (venue/platform, schedule, audience details)
- Audio/visual requirements (microphone, screen, etc.)
- Travel accommodations (if applicable):
 - Airfare
 - Hotel
 - Ground transportation
- Clear communication regarding expectations and timeline

5. TRAVEL & EXPENSES *(if applicable)*

All travel-related expenses will be:

- Included in fee
- Covered by Client
- Reimbursed by Client

(Select and define clearly)

6. CANCELLATION POLICY

- If Client cancels within **30 days** of the event, full payment is required
- If cancellation occurs prior to 30 days, deposit is retained
- Rescheduling may be accommodated based on availability

7. LIMITATION OF AGREEMENT

This Agreement constitutes the full understanding between both parties.

Any modifications must be made **in writing and agreed upon by both parties**.

8. ACCEPTANCE & SIGNATURES

By signing below, both parties agree to the terms outlined in this Agreement.

Pruitt Motivational Network (PMN)

Signature: _____

Name: Brian Pruitt

Date: _____

Client / Organization _____

Signature: _____

Name: _____

Title: _____

Date: _____

9. PAYMENT MAILING INFORMATION

Please make checks payable to: **Pruitt Motivational**

Mailing Address:

Pruitt Motivational Network

Att: Brian Pruitt

PO BOX 294

Saginaw, MI 48606

