

Agreement with Book For You Virtual Assistants

Book for You Virtual Assistants agrees to put forth its best efforts to propose the client to the agreed-upon segment of speaking opportunities and the booking coordinators who are responsible for selecting speakers therein.

Client's team will consist of a supervisor and one dedicated virtual assistant, who will provide the total number of hours that you agreed to upon initiating this agreement. You have selected one of these options:

Level 1

- 20 hours per month (5 hours/week) \$400/US

Level 2

- 40 hours per month (10 hours/week) \$650/US

Level 3

- 80 hours per month (20 hours/week) \$1000/US

At any time, client may elect to increase the number of hours to the next level of service provided by **Book For You Virtual Assistants**.

Client also agrees to the initial set up fee of \$350/US.

Book For You Virtual Assistants agrees to provide:

- An experienced supervisor
- A dedicated team member
- A strategy session once a month
- All initial written booking submission/proposal materials for approval
- Maintenance of client's confidential marketing materials
- A weekly status report on ongoing efforts
- A booking sheet with all the specifics for each individual booking emailed to client.

Client agrees to:

- Purchase or provide specific SpeakerTunity® directories that will reduce the Virtual Assistant's research time if requested, or provide other lists of speaking opportunities with the associated booking representatives identified, along with their contact information.
- Select one area of focus (podcast, speaking engagements for meetings, conferences or virtual summits) at a time—until such time a new segment is selected.
- Provide all necessary materials for booking, to include:
 - Speaker One-Sheet or Podcast Introductory Sheet (these can also be secured through the SpeakerTunity Sheets® service)
 - Title and Description of suggested speaking topics
 - Biography
 - JPG headshot photo
 - Summary of why client would be appealing to the selected target audience
 - Calendar or scheduling link
 - Text number for urgent communication
- Respond to Virtual Assistant's request for information, booker interview or confirmation requests within 24 hours
- Be available for strategy sessions

Client agrees and understands that this work is NOT being performed by highly trained booking agents. Client further understands **Book For You Virtual Assistants** cannot commit to a specific number of bookings as these opportunities are highly competitive and many factors can influence the success of the program. However, **Book For You Virtual Assistants** does offer a consistent outreach to selected target opportunities that the client may not have the time to do his/herself. And will seek to alert client to feedback or issues that may hinder the success of the program—so that reasonable steps can be taken to adjust the campaign for maximum success.

Billing will continue each month until client elects to cancel. Client must provide at least a **two-week notice of cancellation** so team can prepare transfer of all pending contact information. **Book For You Virtual Assistants** will continue to provide service until conclusion of the last day of billing period.

Force Majeure: **Book For You Virtual Assistants** shall not be liable for any performance delay or failure, loss or damage due to any event or series of events outside of its reasonable control including extreme weather; power or internet blackout; pandemic; illness of account representatives; earthquakes, landslides, flooding or other acts of God, acts of civil or military authority or governmental authorities. **Book For You Virtual Assistants'** performance under this agreement shall be deemed to be suspended for the period that a Force Majeure Event continues and client agrees that **Book For You Virtual Assistants** may have an extension of time for performance for the duration of that period. **Book For You Virtual Assistants** will use all reasonable efforts to find a solution by which to execute its obligations. It is further agreed that should a Force Majeure Event make it impossible or inadvisable to fulfill its obligation even with a time extension, that **Book For You Virtual Assistants** will have a right to terminate this agreement and return any prorated unused fee.

Parties agree that any unresolved outstanding disputes will be decided by an arbitrator in Los Angeles or Ventura County, California.

By signing this agreement, both parties are committed to supporting the goal of achieving bookings for the client to the best of their abilities. And they agree to the terms above.