



## KEYNOTE PRESENTATION AGREEMENT

### Client Information

Business name:			
Street address:			
City:		Postcode:	
State:		Country:	
Contact name:		Title:	
Bus phone:		Mobile phone:	
Email:		Fax:	
Web address:			

### Event information

Event title:			
Keynote date (s):		Keynote presentation time (s):	
Keynote duration:		No. attendees:	
Event location:			
Street address:			
City:		Postcode:	
State:		Country:	
Nearest airport:			
Will Carol be met at airport? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Should Carol plan to take a taxi? <input type="checkbox"/> or rent a car? <input type="checkbox"/>			

### Your investment

- Your investment for Carol Yip's keynote presentation is USD \$.....or RM ....., plus applicable reimbursable expenses.
- Reimbursable expenses include: coach class round trip airfare, ground transportation, meals, hotel accommodation, tips and handouts if necessary.
- A deposit of 50% or \$ ..... is to be submitted with a copy of this agreement by no later than ..... to guarantee booking.
- Balance of investment is due on date of presentation. Expenses are payable upon presentation of an itemized statement.
- Please make all checks payable to "Abacus Advisory Sdn Bhd" or you may also pay via credit card by clicking on the "fees & payments" link on [www.abacusformoney.com](http://www.abacusformoney.com) website

### Miscellaneous terms & conditions

- Carol Yip prefers to make her own airline reservations, unless otherwise requested by Client.
- Client is responsible for Carol Yip's hotel reservations (direct bill), at the same hotel where the conference is being held or as close as possible to the venue if the venue is not a hotel, as well as rental of audio / visual equipment if required.
- Audio and/or video recording is permitted only with prior written permission.
- Upon completion of a successful program, client agrees to write a letter of recommendation.

### Acceptance of agreement

By signing below you confirm your request for Carol Yip to present a keynote address at your upcoming event referred to in this agreement and agree to pay according to the terms of this agreement.

Client: **X**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Service Provider: \_\_\_\_\_

Signed by: Carol Yip, Chief Executive Officer

ABACUS ADVISORY SDN BHD

Date: \_\_\_\_\_

**Carol Yip trading as Abacus Advisory Sdn Bhd**

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