



## Service Agreement

This agreement signifies that Life Strategies Ltd. and \_\_\_\_\_ [organization name], have entered into an agreement for the services detailed below. This agreement represents a binding contract for services; changes, provided in writing, must be approved by both parties.

### Details of Service:

Date \_\_\_\_\_  
 Time \_\_\_\_\_  
 Location \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Service Type  Presentation/Workshop  
 Keynote  
 Training/Course  
 Assessment  
 Consulting  
 Other (please specify): \_\_\_\_\_

Description \_\_\_\_\_

Agenda\* \_\_\_\_\_

# of Participants\* \_\_\_\_\_

Participant List\*  Not Required or Required By: \_\_\_\_\_ [date]  
 Materials\* Provided by  Computer Provided by  Computer  
 Life  Projector Client  Projector  
 Strategies  Flip Chart  Flip Chart

Fees \_\_\_\_\_ [itemize expense categories, if applicable]  
 Payment Schedule \_\_\_\_\_ [generally 50% deposit on booking]  
 Consultant \_\_\_\_\_

\* Required for Presentation/Workshop, Keynote, or Training/Course services only

**Refund Policy:** For a full refund (minus any non-recoverable expenses such as flight change fees), we require written notice of cancellation one month before the service start date. If notice is given within one month of the event start date, 50% of the fee, less applicable non-recoverable expenses and a \$50 administration fee, will be refunded. The remainder can be applied as credit toward future bookings within the following 12 months.

I have read and understand the refund policy

- Yes
- No

Both parties have agreed to adhere to this service agreement.

Service Provider

Client

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_