



ALLAN BONNER COMMUNICATIONS MANAGEMENT INC.
SERVICES CONFIRMATION FORM

Ph: (416) 961-3620, 1-877-484-1667 Fax: (416) 961-4523
E-mail: allan@allanbonner.com www.allanbonner.com

This will confirm the retention of Allan Bonner Communications Management Inc. by

on _____ in _____

This booking will only be deemed to be confirmed on receipt of this signed form and the above dates may continue to be offered to other clients until this form is received by fax at (416) 961-4523.

In the case where client's facilities are used or the client is booking an off-site meeting room, the room should be large enough to accommodate all participants, plus tripod, camera, TV set, flip chart and two-chair mock interview set.

Allan Bonner Communications Management Inc. provides most equipment. For this session we require _____ to be provided by the client.

The daily fee is \$2,975.00 Normal out of pocket expenses will be billed as per receipts submitted. Estimates discussed or provided are subject to the actual cost incurred. Other disbursements and charges will be as detailed in the fee schedule which follows and they will form a part of the eventual invoice. Also, a deposit (interim billing) may be requested.

FEE SCHEDULE	
Initial consultation	\$1,500
Daily rate (1-3 participants) (Budget 2 days if training is required for 4-6 participants, etc)	\$2,975
Additional participants/day	\$1,250
Research, strategy, planning, tape analysis	per hour \$300 - \$825
Learning materials/participant	from \$ 49.95
Remote interviews-double-ender, talk show, print etc.	\$295
Travel/day	50% of daily rate

FEE SCHEDULE

Weekend, and off hour rate	additional 50% of applicable fees/day
Sub-consultants/interviewers	up to \$ 1,600.00
TV studio/training room	\$ 395.00/day
Portable equipment (cameras, tripod, lights)	\$ 95.00/day
Projector	\$ 95.00/day
Notebook computer	\$ 95.00/day
Monitor	\$95
Cellular phone	(per day) \$ 10.00
Expenses	Receipts submitted
Clerical/administrative/scheduling support/hr	\$95

All applicable taxes extra. We are looking forward to assisting you.

Name:	Title:
Organization:	Date: