

**Louisa L. Smith**  
**Quilt Escapes, LLC**  
**4821 14<sup>th</sup>. Street SW**  
**Loveland, CO 80537**  
**970 593-1265**

**Email:** quiltescapes@gmail.com

**Workshop/Lecture Agreement and Invoice:**

Sponsoring Organization:

Contact name(s):

Address:

Daytime telephone:

Evening Tel:

**Date of lecture:**

**Time:**

**Location of Lecture:**

**Date of Workshop:**

**Time:**

**Location of Workshop:**

**Title of Lecture:**.....Fee: \$.....

**Title of Workshop:**.....Fee \$.....

Fees: Lecture (\$400.00)

Half Day Workshops (\$450.00)

All Day Workshops (\$700.00)

Two day Workshops (\$1300.00)

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**Total Lecture/Workshops fees**..... \$..... \*

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**Expenses to be paid for by the sponsoring organization if applicable**

- Round Trip Airfare (Notification will be sent if deposit for airfare is required, depending upon cost of airline tickets) : \$.....
- Transportation to and from Denver International Airport : \$.....
- Transportation, Parking, Tolls : \$.....
- Roundtrip mileage expense @ current rate per mile : \$.....
- Meals : \$.....
- Lodging *–hotel or motel* : \$.....
- Other : \$.....

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Total Expenses : \$.....

Total Workshop Fees (See above) : \$.....

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Total Amount Due (less desposit if applicable) : \$.....

The signing of this contract confirms the terms stated in the Workshop/Lecture Information and Fees as well as the cancellation policy between the above mentioned organization and Louisa L. Smith. Please retain one copy for your records and return one to Louisa L. Smith in SASE enclosed.

Full payment is due at the closing of program.

Signature:

Date:

Signature:

Date:

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**Workshop/Lecture Information and Fees**

**Current Fees** (in effect as of October, 2015)

**Lectures and Demonstrations**

1 to 2 hours.....\$ 400.00

**Half Day Workshops (3 hours)**

Time to be determined.....\$ 450.00

**One-Day Workshops (6 hours)**

10 AM to 4:30 PM with break for lunch.....\$ 700.00

Two Day workshops.....\$1300.00

**Expenses:**

**Complete travel expenses must be paid for by the sponsoring organization:**

- Roundtrip Airfare – (deposit required, depending on cost of tickets)
- Ground transportation to and from Denver International Airport
- Highway tolls, parking and mileage when applicable at current rate per mile
- Lodging, meals and transportation from airport and to the workshop/lecture destinations when applicable. Hotel or motel

Airfare: from Denver CO. Round-trip tickets and mileage:

110 miles @ current rate to Denver airport using mappoint.com and

\$8.00 per day for vehicle parking at the airport. Highway tolls are  $\$6.30 \times 2 = \$12.60$ .

**Cancellation policy:**

If due to unforeseen circumstances the Lecture/Workshop needs to be canceled, the contract may be canceled up to 30 days prior to the purchase of airline tickets or incurred expenses,

If cancellation becomes necessary by the sponsoring organization any time after airline tickets have been purchased and any expense has been incurred, complete reimbursement to Louisa Smith is required upon receipt of adequate documentation thereof.

If cancellation becomes necessary by Louisa Smith due to unforeseen circumstances and an alternative date can not be arranged, this contract will become null and void and any deposit will be refunded in full to the sponsoring organization.

A workshop/Lecture Agreement Form will be sent upon verbal agreement and upon confirmation thereof, supply lists and specific set up needs will be sent.

Photography of quilts is permitted and encouraged.

***\* Please note:***

***I would greatly appreciate payment in two different checks, one for the classes and lectures and another for the expenses.***

***Thank you ever so much,***

***Louisa L. Smith***