



# Heart-Head Publishing

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## KLEENE Spirit Writing Workshop Agreement

Contact's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

Estimated Participant Count: \_\_\_\_\_ Age (s) of participants: \_\_\_\_\_

Proposed Workshop Date (s): \_\_\_\_\_ Proposed Workshop Time (s): \_\_\_\_\_

I understand that I am responsible to inform Tia Capers of my final guaranteed participant count at least ten (10) days prior to the date of my scheduled workshop via E-mail (tia@heartheadpublishing.com), or via phone (704-728-7050), or via fax (704-439-2731).

### Deposits

A minimum of 50% deposit of quoted fees are required to schedule workshop.

Check Number \_\_\_\_\_ in the amount of \$\_\_\_\_\_ is enclosed.

To confirm my workshop reservation, my credit card information is listed below:  
\_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ American Express \_\_\_\_ Discover

Cardholder's name as listed on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ CVV Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### Cancellation Policy

I understand that I may cancel my workshop and contract only upon giving you written notice no later than five (5) days prior to my scheduled workshop. If written notice is not given at least five (5) days prior to my scheduled workshop, I understand that my deposit check is non-refundable or an amount equal to 50% of the anticipated revenue quoted will be charged to my credit card.

### Final Payments

Full payment must be received upon completion of the workshop. Acceptable forms of payment are cash, Visa, MasterCard, American Express and Discover card.

- I wish to use the credit card listed above for final payment.
- I will be using another form of payment for the final charges.

I have read and agree to all terms listed on this confirmation.

Signature \_\_\_\_\_ Please Print Name \_\_\_\_\_ Date \_\_\_\_\_

\*Once approved, your confirmation should be sent to you via: \_\_\_\_\_ fax \_\_\_\_\_ E-mail \_\_\_\_\_ mail

Confirmation of KLEENE Spirit Writing Workshop on \_\_\_\_\_ @ \_\_\_\_\_ a.m./p.m. is approved.

\_\_\_\_\_  
Tia Capers, Workshop Facilitator

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