

Appendix 1 – Sample Contract Form

This is a contract agreed to on the		day of	20
Between		(name of organization)	
		(address)	
		(phone/cell number)	
		(email)	
and		(name of speaker)	
		(address)	
		(social insurance number)	
		(phone/cell number)	
		(email)	
The speaker will provide the organization with the following:			
For the		(session title)	
At the		(location)	
The contract must be fulfilled by		(date).	
The cost to the organization will be:			
a fixed fee of:			
or			
Total Hours per Session:		x Hourly Fee	=
Expenses:	Travel		
	Accommodation		
	Other (itemize)		=
		Total	
Payable in accordance with the following terms and conditions:			

Authorization Signature

Speaker's Signature

Witness

Witness