

— 2013 Guidelines for Booking T. Falcon Napier —

Engagement Fee Information —

Mr. Napier’s engagement fees are based on several factors, including program duration and distance traveled. A two-day minimum fee is charged for all South American and European events and a three-day minimum for all events in Asia and Australia.

	Standard Bookings	“First Five” Bookings	Short Range Bookings	Non-Profit Bookings	Charlotte Bookings
Keynote	\$5,000	\$5,000	\$5,000	\$2,500	\$2,500
Half-Day	\$7,500	\$5,000	\$6,000	\$3,500	\$3,500
Full-Day	\$10,000	\$5,000	\$7,500	\$5,000	\$5,000
Two-Day	\$20,000	\$10,000	\$15,000	\$10,000	\$10,000
Three-Day	\$30,000	\$15,000	\$22,500	\$15,000	\$15,000
Four-Day	\$35,000	\$20,000	\$27,500	\$20,000	\$20,000
Five-Day	\$40,000	\$25,000	\$32,500	\$25,000	\$25,000

- “First Five” rates are available exclusively to existing clients and are limited to the first 5 dates booked in any given month.
- “Short Range” rates are available to anyone booking an engagement less than 6 weeks prior to the engagement date.
- “Non-Profit” rates are available to bona fide domestic charitable organizations as well as domestic professional associations.
- “Charlotte” rates are available to anyone for events occurring within a one-hour driving radius of Charlotte, NC.

Executive Consulting Services —

As an executive consultant, Mr. Napier sells his time. With his time comes all of the knowledge, skill and experience he has gained focused on whatever you need. Different clients have different needs – and different needs require different relationships. With that in mind, here are the guidelines for consulting relationships:

Wildfire Relationships:

Sometimes a client’s need is brief and simple to address. Sometimes a client is in crisis and needs an immediate, short-term intervention. Sometimes a client just wants to explore ideas for a few hours. For these, and countless other situations, the hourly rate is \$1000. There is a 2-hour minimum charge for all face-to-face meetings.

## Contract Relationships:

For clients with ongoing needs, two types of contracts are available:

A **Standard Contract** features a reducing rate as hours accumulate over the course of the entire relationship:

1-99 hours	\$500/hr
100-249 hours	\$450/hr
250-499 hours	\$400/hr
500+ hours	\$350/hr

Hours are billed as they are used. There is a 2-hour minimum charge for all face-to-face meetings. Terms are Net 10 Days. Travel expenses are the responsibility of the client and are billed separately.

A **Retained Contract** reserves an agreed upon number of hours to work on a client's projects each month:

10-24 hours	\$400/hr
25-50 hours	\$350/hr

All Retained Contracts begin on the 1<sup>st</sup> of the month. There is a minimum reservation of 10 hours per month -- and a maximum of 50. The retained rate only applies to the number of hours reserved. Retainers are paid in advance. There is a 2-hour minimum charge for all face-to-face meetings. Unused hours are forfeited. One month written notice is required to cancel a retained relationship.

Hours in excess of those reserved are billed at the full Standard Contract rate in effect at the time the overage occurs. Overtime hours are billed separately – terms are Net 10 Days. Travel expenses are the responsibility of the client and are billed separately.

## Company Information —

The Institute for Productive Tension® is a subsidiary of T. Falcon Napier & Associates, Inc. (TFN&A). All contracts and invoices are executed exclusively by TFN&A.

## Billing Coordinator Information —

Whenever the client requires booking and/or billing services to be provided by a third-party coordinator, the fee charged by the coordinator is added to the engagement fees listed above.

### Expense Information —

Unless otherwise noted, all expenses for unrestricted first class or business class air travel, unrestricted first class rail travel, ground transportation, auto rental, mileage rate, fuel, tolls, parking, executive level lodging, meals, telecommunications services, high-speed internet access, health club access and incidental expenses for the entire duration of the engagement are the responsibility of the client.

Whenever hotel accommodations are not available at the same location as the engagement, suitable accommodations at the nearest Hilton or Marriott property are required. USAirways and members of the Star Alliance are our preferred air carriers.

In the event first class or business class air travel is not available, an unrestricted coach airfare is required. Air travel arrangements will be booked by TFN&A and billed to the client prior to the engagement. Terms on airfare are Net:Cash.

Expenses associated with all other expenses will be billed immediately following the engagement. Terms for payment on expenses is Net: 10 days.

### Travel Day Information —

All engagements are subject to a charge of \$2,500 for each day on which door-to-door travel in excess of 3 hours occurs. For domestic engagements, Mr. Napier arrives the day before a presentation and departs the day following.

### International Booking Information —

Travel plans are scheduled to ensure that Mr. Napier arrives a minimum of 24 hours prior to the start of the event as a safety precaution in the event of airline delays. Mr. Napier departs the day following his presentation.

All fees must be paid in US Dollars. Costs associated with bank fees, transfer fees, currency conversion, etc. are the responsibility of the client.

Costs associated with acquiring and expediting necessary visas are the responsibility of the client.

### Limbo Day Information —

Multi-day engagements involving non-presentation ("limbo") days between the presentation days are subject to an additional fee of \$2,500 for each limbo day.

### Customization Information —

Included in the engagement fee is a one-hour pre-training management telephone consultation and basic program customization for each day of duration of the program. In-depth consultation and detailed

customization of program content and materials is available at an additional charge of \$500 per hour.

#### Equipment Information —

All presentations require a presentation projector, small side table and a keystone screen. Mr. Napier will bring his own laptop computer. The use of a microphone is generally discouraged, but if the size of the group or room acoustics necessitate sound amplification, a wireless lavalier microphone is required. Whenever possible, for larger groups, an elevated platform or stage is preferred. Room set-up should be front facing classroom style with a wide central aisle or two side aisles. All arrangements for equipment are the responsibility of the client.

#### Materials Information —

Unless otherwise noted, participant materials are not included in the engagement fee. Workbooks, handouts and related course materials are provided at a charge of \$2 to \$50 per participant depending on the duration and complexity of the program selected. Materials are shipped directly to the client approximately two weeks prior to the date of the engagement. The client is responsible for shipping/handling costs and delivering materials to the engagement site.

#### Deposit Information —

On verbal request, a date will be held on a tentative basis pending receipt of a deposit. In order to confirm an engagement, a non-refundable deposit of 50% of the engagement fee must be received within 15 days of the verbal request. Travel arrangements are made and customization begins once the deposit is received. In the event the deposit is not received within 15 days of booking, the dates tentatively reserved for the program will be released. Please make your check payable to "T. Falcon Napier & Associates, Inc."

#### Balance Information —

The balance of the engagement fee and materials charges are due 30 days prior to the date of the engagement. In the event the balance is not received by that date, the engagement is automatically cancelled. See "Cancellation Information" below.

#### Late Payment Information —

Payments that are not received by the due date are subject to an annual interest rate of 16% calculated on the entire remaining balance.

#### Short-Range Booking Information —

In the event an engagement is booked less than 45 days prior to the date of the engagement, the full amount of the engagement fee plus air travel expenses and materials charges are due immediately.

### Rescheduling Information —

In the event it is necessary to reschedule a presentation for dates within six months from the date of the original engagement, the deposit will be transferred to the new date, as long as T. Falcon Napier & Associates, Inc. receives written notification at least 30 days prior to the date of the original engagement. If less than 30 days written notice is given or the program is rescheduled for a date beyond six months from the date of the original program, the engagement is automatically cancelled and the deposit is forfeited. In addition, the client is responsible for paying any fees and penalties associated with changes in travel arrangements.

### Cancellation Information —

In the event you cancel this engagement more than 30 days prior to the date of the original engagement, the deposit is forfeited. Notification must be made in writing. If less than 30 days written notice is given, the client is responsible for payment of the full Engagement Fee. In addition, the client is responsible for paying any fees and penalties associated with changes in travel arrangements.

### Speaker Cancellation Information —

In the event T. Falcon Napier & Associates, Inc. finds it necessary to cancel this engagement at any time, the client may choose one of the following options: if available, a substitute trainer will be provided under the same terms and conditions of this contract; all monies paid to T. Falcon Napier & Associates, Inc. will be transferred to a new date; or all monies paid to T. Falcon Napier & Associates, Inc. will be returned to the client. T. Falcon Napier & Associates, Inc. is not liable under any circumstances for any direct or indirect costs associated with the cancellation of an engagement.

### Recording Information —

Video recording or audio recording a program is strictly forbidden without the prior written authorization of T. Falcon Napier & Associates, Inc.

### Contact Information —

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