

Nationally Certified
School Psychologist

Pennsylvania Certified
Elementary Guidance Counselor

Margaret J. Kay, Ed.D.
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Pennsylvania Licensed
Psychologist PS003431L

Pennsylvania Certified
School Psychologist

Retainer Contract for Professional Presentation

Name of Person or Organization hereby retains *Margaret J. Kay, Ed.D. NCSP, DABPS*, to provide a professional presentation on **(Topic)** on **(Date)** at **(Location)**.

Name of Person or Organization agrees to be responsible for payment of all professional service fees accrued in connection with the provision of this presentation in accordance with the following scale:

Half-day Presentation	\$1000.00
Full day Presentation	\$2000.00
Two day Presentation	\$3500.00
Mileage to and from the presentation.....	48.5 cents per mile
Expenses (hotel, meals, airline, train, tolls, gas).....	Actual cost incurred

A retainer for one half of the total cost of the presentation will be paid by **Name of Person or Organization** immediately to secure the date(s) for the presentation. **(Due Immediately: \$\$\$\$)**

The second half of the total cost of will be due on the date of the presentation. **(Due on date)**

Reimbursement for actual expenses will be billed after the presentation and will be due and payable no more than 15 days after the date of the presentation.

FEE AGREEMENT

If the presentation cancels or is continued and one month's notice of cancellation is provided to Dr. Kay, the full amount of the retainer minus time spent for preparation will be refunded. If the presentation cancels or is continued and Dr. Kay receives more than two weeks but less than one month's notice of cancellation, half the amount of the retainer minus time spent for preparation will be refunded. If the presentation cancels or is continued and less than two weeks notice of cancellation is provided to Dr. Kay, the full amount of the retainer will be forfeited.

The undersigned understands and agrees that the retainer is paid to secure the date for the presentation. Actual charges will be calculated at the rates outlined above. Any charges accrued over and above the cost of the retainer will be billed at the rates outlined above and full payment will be due no more than 15 days after the date of the presentation. If payment for the balance of the cost of the presentation is not received promptly within 15 days after the date of the seminar, finance charges will apply.

Signed: _____

Date: _____

Witness: _____

Date: _____