

## Frequently Asked Questions

Below are the most commonly asked questions about contracting with SIF - all those "money" kinds of questions that are so important but we'd often like to know without asking. It's OK to call; we just know that sometimes you want the basics now (and honestly, this page will stimulate a whole new set of questions for our conversation). Talk to you soon!

- 1. What if I don't know what I want yet and just want to talk about the possibilities?**  
By all means, [email](#) or call me (207 767 2024). There are no rules for the right way to do it.
- 2. What will it cost to bring you to our event or sponsor a seminar?**  
There are many factors that can impact this answer, so the only reliable number is the one we agree to after we have discussed the specifics. That said, this number will be based on my current standard fee for speaking days plus travel days. Expenses may be included in the fee or calculated as an additional cost.
- 3. What are some of the "other factors" that can influence the cost?**  
Type/length of travel, number of overnight stays, weekend days involved, coordination with existing travel, number of speaking days contracted, nature of audience, and personal considerations.
- 4. Who pays for expenses and what expenses should we expect?**  
There are two ways to contract for expenses: 1) You may pay directly for flight, lodging, car rental, meals, etc. or 2) We can contract for a fee that includes all these expenses and I will take care of these details. I prefer not to engage in expense reimbursement (I dislike extra paperwork as much as you do!), but will make exceptions when your financial systems require it. Standard expenses include flight or other travel reservations, lodging, car rental, cab or shuttle, and meals.
- 5. Can all this just be included in your fee?**  
Yes, I am happy to provide a fee that includes all anticipated expenses at my cost.
- 6. Will you provide us with an invoice?**  
Yes, I will send you an invoice as soon as we have agreed to everything.



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**7. What if we need a W9?**

Just let me know and I will include a signed W9 with the invoice.

**8. Do you have a DUNS number and cage code for government contracts?**

Yes

**9. Do you require a contract or deposit?**

Generally, the invoice and a simple letter of agreement will suffice. In the case of more complex arrangements, a contract may be needed. Generally, a non-refundable 50% deposit holds the date. This is reduced to 20% if you are paying travel expenses directly.

**10. Can we use our standard contract?**

Yes, you are welcome to send me a contract that reflects the fees, services and conditions to which we have agreed.

**11. When do you expect payment?**

Generally, a check should be ready at the end of the speaking engagement. Exception is made when financial systems do not allow checks to be cut until services are rendered. In this case, payment is expected within 14 days. Please discuss exceptions with Chris.

**12. What is the business status of SIF?**

SIF is a sole proprietorship.

**13. Who do checks get made out to?**

Strengths in Focus, 462 Preble Street, South Portland, ME 04106.

**14. What is this "Hosting Program" I have heard about?**

This is a special program whereby you may be able to host a seminar with minimal cost to you, allowing each attendee to pay their own way and earning additional benefits for your organization. You can learn more at [www.strengthsinfocus.com/invite/hosting\\_program](http://www.strengthsinfocus.com/invite/hosting_program).