



**Ralph Hood, CSP** (*Certified Speaking Professional*)  
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## **Things My Clients Like to Know**

**Expenses:** I travel tourist airfare, or drive. If I drive my own car, I charge you the IRS standard deduction per mile, currently 55.5 cents.

I try to purchase the lowest refundable tourist airfare routing available, within reason (For example, I will not accept a weird routing if it requires me to sit in the Moline airport for an extra 12 hours). If I can reasonably combine airline and rental car to save you a significant sum, I will.

Will you please have the hotel/motel (and meals charged thereto) billed directly to you? My tax reporting is unbelievably simplified if the bill goes straight to you.

**Emergencies:** I am a member of the National Speakers Association. I have friends in the industry and a good reputation with bureaus. Only once in 30 years have I missed a speech, and that because of emergency surgery. I am proud that a more expensive speaker immediately agreed to back me up at no additional cost to the client. In the truly unlikely event of an emergency, I would try very hard to arrange the same for you. This is one of the many advantages of hiring a professional.

**In General:** I am your hired hand. My job is to make you look good by helping to make your meeting a success. I will stand up when you tell me to stand up, and sit down within one minute of when you tell me to sit down. If your meeting gets off schedule, I can adjust the length of my presentation, even at the last minute. I do not need to be entertained or baby sat. I am your hired hand.

**Summary:** If you have questions or want to argue about anything, please call me at 423-220-9022.

**We're Going to Have a Great Time Doing a Great Job Together!**