



We have created this basic agreement in order to support a smooth working agreement between The TLT Group and its workshop leaders. If you have any questions about this agreement, **please** let us know before signing so we can modify this in order to suit both parties.

Name of Leader/Facilitator/Presenter:

TLT Group (staff) Liaison:

Date(s) of Work:

Description of Service(s):

Payment and Reimbursement Information

Make check(s) payable to:

Address for Payment:

SSN or Federal ID No.:

Please submit a W-9. Fax is fine.

Contracted Amount and/or rate:

The TLT Group tries to pay leaders within 30 days after successful completion of the work.

By signing this contract you agree to the terms checked below:

The leader warrants The TLT Group against any suits for damages against The TLT Group arising from acts by the consultant that The TLT Group cannot reasonably prevent (e.g., misuse of copyright material; actions outside the scope of the consulting agreement)

All materials created as part of this contract are the property of the TLT Group which has the exclusive right to reproduce, disseminate and create derivatives of these materials.

The TLT Group staff liaison has final approval and editorial rights on all productions.

Leaders agree to disseminate information about this work to relevant colleagues, lists and organizations. Leaders will inform TLT Group of that distribution.

TLT Group

Date

Consultant

Date