

Stash Bandit LLC
Diane Harris
771 Road V
Bladen NE 68928
402 756 1541 (home)
402 705 3107 (cell)
diane@stashbandit.net
Stashbandit.net

Contract for Services of Diane P. Harris

Contracting

Group: _____

City and

State: _____

Contact

person: _____

Mailing address of contact

person: _____

Phone # of contact

person: _____

Alternate phone #: _____

Email of contact

person: _____

Lecture/Trunk Show

Lecture

Title: _____

Date and time of lecture, including time zone: _____

Location of lecture: _____

Fee for lecture: _____

My lectures include a trunk show of quilts. A lecture lasts about one hour. If I am flying, your group will be responsible for extra baggage fees for the quilts. At the lecture, I will need one or two long tables for quilts and two to four holders and folders. I appreciate help with unloading and reloading the quilts if I am driving. I will arrive 60 to 90 minutes before your meeting starts and I will stay until your meeting is over. I love this opportunity to interact with your members.

I would like to test the mike well before the meeting begins. If I am driving, I will bring a quilt stand to display one exemplary quilt related to the lecture.

Diane has permission to sell items related to the lecture/trunk show and quilt-related gift items before and after the lecture. _____ Yes _____ No

Classes

Class Title: _____

Date of class: _____

Start time: _____ Time Zone: _____

End time: _____

Location of workshop: _____

Address: _____

Fee for workshop: _____

Maximum number of students: _____ (usually 20; please check with me before adding students beyond the maximum)

I will provide you with a class description, a supply list and photos of the project. I will arrive no less than 30 minutes before the class begins. I will need one table for my supplies and one chair. Your group will provide tables and chairs for students, extension cords and irons/boards. I appreciate help unloading and reloading quilts and supplies.

On the day of the workshop, Diane has permission to sell items related to the workshop and quilt-related gift items. _____ Yes _____ No

Travel and Expenses

Driving

Mileage is round-trip at the current IRS rate.

of miles: _____

Current IRS rate: _____

Total mileage: _____

Modifications to mileage agreement, if any: _____

Air Travel

My closest airports are Kearney, NE, Grand Island, NE, Lincoln, NE and Omaha, NE. Lincoln and Omaha may require additional overnights. When I book air travel, your group is required to make payment in full for that portion of my expenses within one week. I will provide proof of purchase.

Lodging

I use moderately priced **commercial lodging** such as Hampton Inn or Holiday Inn Express. Please provide phone numbers for hotels close to your event. I will provide a receipt for reimbursement or you may prepay the hotel if you prefer.

Hotel: _____

Address: _____

Phone: _____

Dates: Check in _____ Check out _____

Confirmation #: _____

Invoicing

I will invoice you ahead of time whenever possible. When travel costs are unknown, I will adjust the invoice as soon as I know the actual amounts due. Payment is due when services are rendered. If payment is not made before I leave your group, a late fee of 10% will be incurred for each day the payment is late.

Cancellations

This signed contract is intended to confirm our arrangements and make clear our expectations. If extreme circumstances beyond our control should arise, such as weather, national emergency, illness or death in my family, I will work together with you to reschedule if possible and neither party will be assessed a penalty. If anything comes up on my end, I will communicate with you clearly in a timely manner. I ask that you do the same.

Signatures

Diane P. Harris

Date

Guild Representative

Date

Guild Representative

Date

Contract Instructions

If the contract and details are correct, please **sign** and email to me: diane@stashbandit.net. Alternately, mail two hard copies to me at 771 Road V, Bladen NE 68928. I will sign them, keep one set and return one to your contact person.

If the contract is not correct, please call or email me and we'll work together to correct it before we complete the process.

I will look forward to joining you for a wonderful time of sharing our passion for quilting. I will give you my best effort in every way. We'll have a great time together. Until then, quilt on!

Diane Harris/Stash Bandit LLC
771 Road V
Bladen NE 68928
402 756 1541 (home)
402 705 3107 (cell)
dhstitches@gmail.com
stashbandit.net

Fees

Lectures

Lectures are \$475 plus mileage or travel from my home.

Classes

The fee for a **full-day** workshop is \$600 for up to 20 students. Full day is up to six hours of work time with a break for lunch. Mileage/travel from my home address is additional.

A **half-day** workshop is \$500 for up to 20 students and runs for up to four hours. Mileage/travel from my home address is additional.

To get the most bang for your buck, consider inviting members of other quilt groups to classes as needed.

Retreats

Retreats qualify for special pricing. Give me a call and we'll work something out together based on your needs.