

**How May I Assist Your Business?**

I look forward to the possibility of working with you!

* **Keynote Speaker**
	+ $600 for keynote speaker, add $100 for up to two breakout sessions
	+ Topics vary and can be customized
	+ All conference expenses covered, including hotel and transportation
	+ Reduced rates for travel if less than three hours from my home
* **Breakout Sessions/Workshops**
	+ $350 flat fee, add $100 for up to three breakout sessions on same day
	+ All conference expenses covered, including hotel and transportation
* **Microsoft Office Corporate Training**
	+ $100 per hour
	+ $40 per hour for prep time
	+ Word, Excel, and PowerPoint; Specialize in MOS Certification test prep
	+ All travel expenses covered, including hotel and transportation
* **Business Communication/Soft Skills/Etiquette Training**
	+ $100 per hour
	+ $40 per hour for prep time
	+ All travel expenses covered, including hotel and transportation