

**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