



Jackqueline May

Registered Parliamentarian

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To Whom It May Concern:

This letter will confirm that I received your request inquiring about my fees for providing parliamentary services. Also, I would like to inform you that I am available to provide my parliamentary services to your organization. Per your request, the following is an outline of my fees:

Serving as Parliamentarian -\$175 per hour

Consulting with Presiding Officer-\$50 per hour

Consulting with Executive Board or Committees-\$50 per hour

Opinion Writing-\$500

Bylaw Writing/Consulting-\$175 per hour

******Additional fees to include travel expenses, room & board, meals, and incidentals can be negotiated or based on receipts/vouchers**

Also, I included a copy of my resume that provides an overview of my professional and parliamentary skills and education. If you have any questions or like to further discuss my parliamentary services, I can be reached by telephone 8 am to 5 pm weekdays or via email.

I look forward to meeting with you and offering my professional services.

Sincerely,

A handwritten signature in cursive script that reads "Jackqueline May".

Jackqueline May

Professional Registered Parliamentarian