



Ruby Newell-Legner, CSP
Speaker • Trainer • Author

The Speakers Handbook Overview

This manual was originally designed to help new independent contractors providing services for RubySpeaks, Inc. to understand our business and the details required for the business to flow properly.

After receiving over 100 requests from other speakers to use it as a guidebook, Ruby and her team released the document to help other speakers grow their business. Your purchase today helps contribute 25% of your investment to the National Speakers Association and 25% to the National Speakers Association Foundation.

This incredible tool will shave years off of your learning curve. We are providing you with incredible resources, tools, forms and knowledge, from over 15 years in the speaking business. What we have given you is a snap shot of the way we do business now, which we hope will help give you some ideas of the ways that you can form processes and procedures in yours, or improve the ones you already have. Our business processes are a work in progress as we're always striving to improve and we're sure you're doing the same! Please do not hesitate to contact us if we can provide any clarification or answer any questions for you.

Wishing you much success!

Ruby and the Staff at RubySpeaks, Inc.

*"Ruby's office manual offers an inside look of how she runs her business and access to systems and tools that it took her years to discover and create. I now require all my staff to read **THE Speakers Handbook** because it is a step by step manual for running a successful speaking business. It will help new speakers start their business with a clear plan and help experienced speakers refine their processes to run a more efficient business and get referrals.*

Don't learn the hard way, do it right from the beginning following Ruby's guidelines." - Shari Harley

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 Company Name.....
 Cycles of Service™.....
 W-9 –.....
 The Federal ID Number.....
 DUNS Number.....
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 Software used at RubySpeaks, Inc.

Consultants that work with us.....
 Computer Technical Support, Wordpress Website Design, Web hosting.....
 ACT Consultant.....
 Web Editor.....
 Microsoft Exchange & Barracuda Spam Client.....
 GoToWebinar Support.....
 LinkedIn and Social Media Guru.....

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