



# A Primer to a Vague / Unclear Venue on Invoicing / Pricing

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Navigating the financial aspects of hosting a retreat, especially when faced with vague or unclear invoicing and pricing from venues, can be a frustrating experience. This lack of clarity isn't just inconvenient; it can significantly affect your retreat's budget and overall success.

Often, this vagueness is not an oversight but a deliberate tactic by those who prefer to maintain control and manipulate outcomes.

Understanding how to address and clarify these ambiguities is crucial, not just for budget management but for maintaining the integrity and transparency of your retreat planning process.

## **The Approach:**

Dealing with vague invoicing and pricing requires a proactive and direct approach. It's about ensuring transparency and avoiding surprises that can lead to uncomfortable situations or financial discrepancies.

Here's a concise guide on how to cut through the vagueness directly, whether as it's happening or after you've noticed an issue. This process will empower you to take control of the financial dialogue and safeguard your retreat's financial health.

### Core Steps and Questions to Guide the Conversation:

## 1. Establish Clarity Upfront

**Explanation:** From the beginning, insist on clear, itemized pricing in all venue quotes and contracts.

**Action:** Request a detailed breakdown of all costs, including potential additional charges that could accrue based on different scenarios.

**Question:** "Can you provide a detailed, itemized list of all costs, including any potential additional fees that might apply under various circumstances?"

## 2. Confirm Details in Writing

**Explanation:** Ensure all financial agreements and promises from the venue are documented in writing to avoid any future discrepancies.

**Action:** Before signing any contracts, confirm that all financial details are explicitly mentioned and terms are clear.

**Question:** "Could we have these details included in the contract before we proceed so there's a clear reference point moving forward?"

### 3. Regularly Review Agreements

**Explanation:** Periodically review the contract terms and any updates to the venue's pricing policy.

**Action:** Schedule times to review the agreement details, either alone or with a legal advisor, to ensure understanding and awareness of all terms.

**Question:** "What is the process for updating these terms, and how will changes be communicated?"

#### 4. Address Discrepancies Immediately

**Explanation:** Tackle any financial discrepancies or unexpected charges as soon as they appear to prevent them from escalating.

**Action:** Bring up any questionable charges with the venue promptly and seek clarification.

**Question:** "I noticed this charge wasn't initially discussed; can you explain what it's for and why it was added?"

**Question:** "To confirm, are we agreed that no additional charges outside of this list will be applied without prior discussion and approval?"

**Question:** "According to our contract, we had agreed on X price for Y services. Can you explain why there are deviations from this agreement?"

**Question:** "Would you mind if my legal advisor reviewed this contract/change before I sign off on it?"

**Question:** "Could you please confirm this in writing (via email or on paper) so we have a documented trail of our agreements?"

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