



Presentation and Communication Training

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07557415235

Contact:

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Terms and Conditions

Terms applied unless otherwise agreed in writing or by email.

Agreement

The scope of work agreed to must be confirmed by both parties either in writing or by email.

Payment Terms

Payments will be due within 30 days of invoice date.

Overdue Payments

Invoices unpaid after 30 days will incur a fixed charge of £40, £70 or £100 depending on the size of the invoice (under £1,000, under £10,000, and higher). This is in accordance with the Late Payment of Commercial Debts Regulations 2013. Interest will also be charged in-line with these regulations.

Cancellation Policy

Should I need to cancel a session due to illness or extenuating circumstances I will do the following:

- Attempt to reschedule the session.
- If rescheduling is not appropriate I will endeavour to supply an alternative trainer who can deliver the material.



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- Where no alternative trainer can be found I will endeavour to find an alternative organisation who can deliver similar material and put them in touch with the client.

Should a client wish to cancel the session, they should;

- Attempt first to reschedule the session within 30 days of the planned delivery date.
- Where rescheduling within 30 days of the original date is not possible there will be a fee of 10% of the quote.
- If cancelation without rescheduling occurs within 2 weeks of the planned session time the client will incur a fee of 50% of the quote.
- If cancelation without rescheduling occurs within 1 week of the planned session time the client will incur a fee of 100% of the quote.

Material Ownership

The following is true unless explicitly agreed otherwise.

- All material (slide decks, plans, props etc) remain the property of DY Training Ltd and are not to be shared with 3rd parties.
- No recording (audio or video) is permitted. Unless otherwise agreed before the workshops. Any recordings used internally for training purposes are to be deleted immediately afterwards.