

★ *Original* ★

# CONSULTING

TERMS &  
CONDITIONS

by  
CINDY TONKIN



# Consulting Terms and Conditions

## Short version

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We will deliver this project for a flat fee of \$xx including GST (\$xxx ex. GST). This includes all preparation, liaison, workshop design, delivery and report back. It presupposes a maximum of x days facilitation.

We offer the project at a fixed cost so that you can be budget effectively for the training.

Our terms are 50% of the assignment fee up front, and the remaining amount on completion. We are pleased to offer a 3% discount for payment up front within 7 days of the initial invoice.

Workshops can be postponed, but may not be cancelled once confirmed with payment.

## Longer version

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The total investment required will be \$y + GST. This includes analysis, design delivery and telephone follow up.

Please note that all other associated expenses, including venue hire, video hire, manual production, will be charged at cost.

## Consulting and Training

This proposal is for x-day training, including development costs. This is a fixed price investment to comprise that set of workshops. Additional consulting days will be charged at

- Consulting \$xx per day
- Coaching \$x per hour

## Copyright Provisions

- Copyright for the program proposal, workshop and coaching session design, and training materials remain the property of Aragon Gray Pty Ltd.

## Payment Terms

- 50% of total fee on commencement of assignment, followed by monthly invoices until completion.
- Payment 14 days from date of invoice.

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## Rescheduling and Cancelling

- Client organisations may reschedule workshops and facilitation up to 14 days before scheduled date.
- Workshops, consulting days and facilitation rescheduled within 14 days of scheduled date: 50% of fee will be charged, in addition to the fee for the day.
- Workshops, facilitation or consulting days cancelled within 28 days of scheduled time: 30% of fee.
- Workshops, facilitation or consulting days cancelled within 21 days of scheduled date : 50% of fee.
- Workshops, facilitation, or consulting days rescheduled and subsequently cancelled: 100% of fee.

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