

★ *Original* ★

CONSULTING

TERMS &
CONDITIONS

by
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Consulting Terms and Conditions

Short version

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

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.

Consulting Terms and Conditions

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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