

## Training Course Terms and Conditions

- A minimum of 2 weeks notice must be provided to schedule training.
- 50% deposit is required 7 calendar day prior to the training commencing.
- Cancellations received less the 7 working days before the start day of the training will forfeit 100% of the course fee.
- Cancellations received greater than 7 working days before the start day will attract a 15% administration fee.
- Course dates may be amended without penalty up to 10 days before the start date of the training.
- All prices quoted are exclusive of GST.
- The company must provide written acceptance of the proposal.
- Payments terms are 30 days either by direct deposit or Cheque.
- Accounts outstanding after 30 days will be charged an interest rate of 10% per month.
- The fees quoted are valid for 30 days from the date your quote was sent.
- Hire of outside services, if necessary, will be charged at cost plus 15% procurement fee. Approval will be sought in writing from the client prior to outside services being engaged.
- Recovery Partners and the client will not disclose confidential information about the other without the other's written consent.
- Any reference to Recovery Partners 'staff' in these documents and subsequent staff relates to employed staff and subcontracted labour.
- We would appreciate a testimonial on your letterhead upon completion of the project. We are able to assist with this if required. We would also appreciate your permission to use this in our marketing material.