**Terms and Conditions**

**Training Services & Consultancy Fees**

Fees in respect of Training Courses, Workshops, Rehearsals, & Coaching Sessions will be invoiced at the agreed rate shown in the Confirmation of Booking Form.

**Disbursements**

No fees are charged for travel time, unless previously agreed. Travelling within the UK is charged at 45p per mile for road travel and at cost for First Class rail or Economy air travel. Also transport costs from station/airport to location will be charged at cost.

Accommodation plus B&B or DB&B will be charged at cost.

Overseas travel and transfers are charged at cost and for an economy class airfare for flights of under 4 hours duration, premium economy for flights of 4-7 hours duration or at a business class for flights of over 7 hours duration.

**Air and Rail fares**

To secure the best value air or rail fares for our clients we have the option of booking non-flexible tickets. If you cancel or postpone an assignment you would be liable for all the charges that we incur related to this type of ticket. Often this can be 100%.

If you prefer you may instruct us to book flexible or semi flexible tickets. This increases the price of the ticket but leaves you less exposed to cancellation and/or postponement charges.

Other disbursements including any room hire and any equipment not provided by Winning Presentations are to be at the expense of the client.

**VAT**

Where applicable, VAT is charged at the standard rate.

**Cancellations and Postponements**

Pre-contracted and formally agreed “open enrolment” assignments there will be no cancellation or re-scheduling charges. Wherever possible however please try and give 10 working days notice of cancellation or postponement.

Other bookings postponed but rescheduled to take place within 60 days of the original date will not attract cancellation charges. If the same booking is postponed for a second time then the cancellation fee will apply.

Otherwise, where a confirmed booking is cancelled, or postponed beyond 60 days, the following cancellation fees will be charged.

**Half day/one day/two day programmes**

Within 7 or less working days of the course date 100% of the fee

Between 7 and 21 working days of the course date 50% of the fee

Between 21 and 30 working days of the course date 15% of the fee

**Unrecoverable Expenses**

For **any** postponement or cancellation, travel or accommodation costs that may have been incurred by Winning Presentations and that cannot be recovered will be charged at cost. Where materials have been printed\* these will be charged at £35 per set plus, if applicable, delivery at cost. \*Materials are printed in advance appropriate to delivery location.

**Rehearsals/Coaching**

Late cancellations (48 hours and less) are liable to a charge of 100% of the booked fee cost.

**Payment Terms**

Net 30 days