

# corporate XL

## Terms & Conditions

Thank you for your inquiry regarding our presentations, the following terms & conditions are for your assistance. Generally,

- An initial 'pencil booking' is made should you wish to make a tentative booking. Lynne will keep this booking for you as far as reasonably possible until the booking is confirmed. She will contact you before promising this time to another client.
- Once you are ready to confirm your booking, a Booking Agreement Form, setting out your specific requirements will be sent to you together with an invoice for 50% of the agreed fee as a deposit. Once the signed Booking Agreement and Terms & Conditions forms have been returned and received, and the deposit has been paid, the booking will be treated as confirmed.
- The remaining 50% of the fee is due on the day of the presentation.
- Expenses will be claimed in a third and final invoice subsequent to the event.
- Expenses may include:

Accommodation – if booking a room for ..... please request 'non-smoking'

Flights – if booking a flight please book economy for domestic flights or business class for any international flight. Qantas FF number is..... if applicable.

## Airport transfers

### Fee arrangements

.....does not charge for travel time within Sydney metropolitan area or for preparation time unless significant client content is required. There may be a charge for meetings with client prior to event; however this will be discussed at the time of engagement. If..... is engaged for several days work a discount will apply.

### Recording and Copyright

.....is reasonable when it comes to recording his presentations, however his express permission is always required beforehand regardless of the recording format and some strict conditions as to distribution will apply. Please call us beforehand if you are intending to record the presentation.

Flash photography is fine, though only with the permission of the group, and not during the initial 10 -15 minutes of a session, so as not to disturb the participants.

### Cancellation Policy

Deposits are not refundable in the event of a cancellation; however they may be carried over to another booking if notice of more than fourteen (14) days is given and the topic remains unchanged.

As this time has been reserved for your event a full fee is payable for cancellations made within fourteen (14) days of a presentation.

If, due to unforeseen circumstances..... is unable to conduct a presentation, all fees will be returned in full.

For information about ..... availability, fee arrangements, travel arrangements or any other matters please contact Lynne at lynne@corporatexl.com or call +61 2 94992499.

I agree to the terms & conditions above.

Signed.....Date.....