

Thank you for choosing to work with Square Mile Leadership. Please sign below to indicate your acceptance of our Conditions and then post or **scan and email back to us**.

We look forward to welcoming.

Square Mile Leadership Terms & Conditions

All training, coaching, consultancy and related services

General:

- (a) Square Mile Leadership (SML) is the **Professionals Network** arm of Catalyst Learning & Development Limited. Unless expressly stated by SML in writing all proposals made and bookings accepted are on the following Terms and Conditions.
- (b) In these Conditions: i: 'Company' means **Catalyst Learning & Development Limited**, Unit 45, The Wenta Business Centre, Innova Park, Electric Avenue, Enfield, EN3 7XU, ii: 'Contract' means any contract made subject to these Conditions, iii: 'Client' means any company or person with whom the Company enters into a contract subject to these conditions, iv: 'Booking' means any confirmed reservation made with the Company by whatever means, v: 'course' means any event by whatever name and includes coaching, workshop, programme, HiT™

Other printed or standard conditions: These Conditions and the Contract constitute the entire understanding of the parties and shall apply to the Contract to the exclusion of any other contractual terms and conditions and no contractual terms contained in any document sent by the Client shall be of any effect with respect to the contract unless expressly accepted by the company in writing. The Client acknowledges that it has not relied on and shall not be entitled to rescind the contract or to claim damages or any other remedy on the basis of any representation, warranty, undertaking or statement which is not set out in these conditions or the Relevant Agreement for Course Booking document. These conditions may not be varied or waived except with the express written agreement of the Company.

Fees: All fees are as stated in the relevant booking agreement and are exclusive of VAT, which will be charged at the current and appropriate rate.

Cancellations or postponements of Company course and programme bookings:

- (a) Confirmed cancellations received via e-mail or in writing 28 days prior to the date of the course incur no charge
- (b) Confirmed cancellations or postponements received via e-mail or in writing less than 28 days prior to the date of the course are payable in full
- (c) Should a course be postponed less than 28 days prior to the date of the course, be re-booked and completed within three months of the original delivery date, SML offers a 30% discount against SML standard rates
- (d) Any booking made within 28 days of the date of the course may not be cancelled or postponed without incurring a 100% cancellation charge
- (e) Substitutes may be made at any time without penalty. SML should be informed of any changes.
- (f) **SML Professionals Scheduled programmes** incur no penalty for non-attendance and participants may simply re-book on the next most convenient date running within a 12 month period from the original booking date.

Tailored courses: The Company cannot guarantee delivery of a tailored training course unless agreement of the content, between the Client and the Company, is obtained at least 10 working days prior to the course start date and a longer period may be required for development time.

Special needs: It is the responsibility of the Client to advise the Company of delegates with special needs. The Company cannot accept responsibility for such delegates unless it has stated in writing that it is able to accommodate those needs.

Payment: Unless otherwise agreed in writing, payment is required no later than 30 days from the invoice date or fourteen days before the commencement of each course whichever is the earlier. For courses booked to commence within fourteen days of invoice date payment should be paid immediately.

Cheques should be made payable to **Catalyst Learning & Development Limited** and sent to:

Square Mile Leadership Accounts, Suite 45, The Wenta Business Centre, Innova Park, Electric Avenue, Enfield, EN3 7XU.

BACS credits should be directed to: **Catalyst Learning & Development Limited A/c No. 72020629**

Sort 40-45-27 HSBC, 73 High Street, Watford, WD1 2DS.

SML Learning Skills Holding Account: SML LSHA bookings are an agreement to secure services at favourable rates. Unless by prior agreement they are for Square Mile Leadership delivered training only. A LSHA is payable within 30 days of the date of invoice. Unless with prior written approval by a Director of Catalyst L&D, all Learning Skills Holding Account bookings have a maximum expiry date of one year from the date of invoice for both booking and delivery of courses and/or services. Any unused revenue is non-refundable. The Company cannot accept responsibility for any unused revenue within and beyond this period.

Provision of service: The Company reserves the right to accept, cancel, postpone, alter or delay any booking. Square Mile Leadership cannot accept responsibility if any part(s) of a course outline are not covered for whatever reason. The Company supports its Clients in the utmost good faith. However, due to the complexities of any consultancy work undertaken the Company accepts no liability and offers no guarantees for its consultancy and associated work.

Accredited Programmes: Coaching support and assignment support for ILM and City & Guilds Awards: Square Mile Leadership supports the completion of assignments from any accredited programme delivered by Square Mile Leadership for a maximum of six months from the last day of delivery; unless agreed in writing to the contrary, or at the discretion of the Company, or where the agreed number of 'refers' has been exceeded and further charges are required.

Invoicing details: We are not able to accept a delay in invoice payment.

- i) Do you require us to quote a purchase order number on our invoices? Yes / No
 ii) Is there any further information, which you would like us to quote on your invoices? Yes / No (If Yes, please advise)

It is agreed that upon signing this agreement that the terms contained herein will be legally binding between the Client and the Company.

Name of authorised Client signatory & position:	
Signature:	
Date:	
Client Company/organisation:	
Name of authorised Square Mile Leadership signatory & position:	
Signed on behalf of Square Mile Leadership:	

Head Office for correspondence:

Square Mile Leadership
 Suite 45, The Wenta Business Centre,
 Innova Park, Electric Avenue,
 Enfield, EN3 7XU
 020 3743 2323

www.squaremileleadership.co.uk
www.catalystld.co.uk

VAT No: GB 134 8072 21

Registered address:

Catalyst Learning & Development Ltd
Company Registration Number 08058260
 Date Registration: 4th May 2012
 Registered in England & Wales
 Registered Office address only:
 Suite 45, The Wenta Business Centre,
 Innova Park, Electric Avenue, Enfield, EN3 7XU

Thank you for your choosing Square Mile Leadership