

Engagement Terms and Conditions

The following are the standard terms and conditions for engaging **Steve Francis**.

Confirmation Terms:-

1. Steve Francis is not confirmed for an engagement until a signed agreement has been received by our office with full payment of the professional fee upfront. For conferences and extended programs the payment of a 50% deposit can be negotiated to secure the booking with the balance within 7 days of completing the engagement. In this case an agreement will be prepared for your signature.

NB: The agreement must be signed and received by Gr8 People Pty Ltd within 14 days of it being sent in order to officially secure the date of the booking.

Cancellation Policy:-

2. In the event that the client has to cancel date/s, which have been confirmed with Steve Francis, the client agrees to the following cancellation terms:
 - a. If cancelled and notice is given **twenty or more working days** prior to the engagement date, no fee is payable and any money paid will be refunded to the client by Steve Francis. Alternatively the program may be transferred to another mutually agreed date.
 - b. If cancelled and notice is given within **ten to nineteen working days** prior to the engagement date, the payment of 50% of the full cost of the confirmed investment will be retained by Steve Francis.
 - c. If cancelled and notice is given within **nine working days** prior to the engagement date, 100% of the full confirmed investment will be paid to Steve Francis.
3. In the event that the client has to cancel the engagement date/s, then any training resources such as products, workshop materials, venue hire payments and other expenses arranged and purchased on behalf of the client by Steve Francis, irrespective of when notification is made to cancel, will be invoiced for full payment to the client, if they can not be returned to the supplier.
4. In the event that Steve Francis has to cancel the agreed engagement, all monies paid will be refunded to the client. Alternatively, the client may choose to have Steve arrange an alternative facilitator/trainer/speaker in lieu of the refund, or to transfer the engagement date/s to another mutually agreed time.

Terms and Conditions:-

5. The Client agrees to reimburse Steve Francis for all expenses associated with providing the engagement. These costs will be included and itemised on the final invoice for your reference.

Professional Development Fee

Your investment in this professional development session with Steve Francis is **GST Inclusive**. This confirmation agreement requires upfront payment of this amount or negotiated deposit to confirm the date.

Materials/Training Instruments (If required)

Materials/Training Instruments used by the facilitator, such as LSI profiles will be charged at a per survey/per person rate. This will be discussed with the client prior to confirmation of the booking.

Accommodation:

Accommodation charges required for overnight stay to conduct engagement will be payable by the client. Steve Francis will discuss accommodation venue options with the client prior to making any confirmed accommodation bookings. Room service charges, for meals, will also be payable by the client.

Airfare:

Steve Francis will forward relevant charges to the client upon completion of the event. Steve Francis travels 'Business Class' on all flights over 3 hours.

Ground transfers:

Where the client does not arrange for transfers, Steve Francis will charge all expenses to the client for travel to and from the airport and conference venue/s. Charged and payable for clients outside the Brisbane district only (inter and intra state clients)

Meal expenses:

Only meal expenses that occur while the facilitator/trainer/speaker is on an overnight stay (inter- and intra-state) will be charged and payable to Steve Francis by the client.

6. The Client agrees to arrange and provide all Audio Visual requirements.
7. On completion of the engagement, Steve Francis will invoice the client for any additional expenses related to the confirmed agreement as outlined above.
8. The Client agrees to pay Steve Francis within seven days of receipt of invoice/s.
9. As confirmation that you have read and understood these Confirmation Terms and Conditions, an agreement will be prepared for you to sign and return.

Payment methods: -

Cheque – Please make all cheques payable to Gr8 People Pty Ltd
(ABN: 93 132 398 344)

Electronic Funds Transfer (EFT) – Payment may be forwarded into our account:

Account Name: Gr8 People Pty Ltd
BSB Number: 084 – 263
Account Number: 82 352 0613

A remittance advice must be forwarded to our office when choosing to make payments by EFT.
Please email steve@gr8people.com.au or fax through on (07) 3161 3230, with the following details:

Company Name:

Company Contact:

Date of Event:

Date deposited:

Invoice Number:

Amount paid:

**Gr8 People Pty Ltd**

78 Sunset Road
KENMORE 4069

Ph 0402 560 374

Fax 07 3161 3230

ABN: 93 132 398 344