

## Booking Terms & Conditions

Thank you for choosing Auto-Motivate for your training or consultancy needs. We have set out below our booking terms & conditions.

1. Your training/consultancy is confirmed when the date(s) we organise are approved by the client.
2. Payment is due on or before the date of the course unless otherwise agreed.
3. Any split payments will be agreed in advance with the client.
4. All training/consultancy fees are exclusive of VAT.
5. Expenses for travel, accommodation & fuel will be charged at cost.
6. Should the client need to cancel or postpone the scheduled training/consultancy, please advise us in writing and the following cancellation fees will apply:
  - 1 month's notice: no charges
  - 2 weeks' notice: 50% of the course fee\*
  - 1 week's notice: 100% of the course fee\*

\*If the same or another course is scheduled for a future date, the cancellation fee will be deducted from rescheduled course fee.

7. In the event of cancellation or postponement, any non-refundable expenses such as accommodation, train fares, venue fees, etc., the cost will be transferred to the client.
8. Any cancellation charge shall be due and payable 5 working days after the date of the invoice.
9. If Auto-Motivate for any reason are unable to perform the courses any funds paid will be reimbursed immediately, unless the client agrees for funds to remain with Auto-Motivate until a revised course is delivered.
10. These terms are at the company's discretion and may be waived under certain circumstances.