

# Mini Moments SEND Consultancy Consultancy Services Agreement



## 3. Paid Consultancy Services and Fees

If the Client chooses to engage further support following the free consultation, services will be charged according to the price list below.

### 3.1 Paperwork Support and Advice

Service	Duration	Fee
EHCP paperwork and the submitting of paperwork	2 hours	£150
EHCP paperwork continued Mediation and Tribunal - reading over paperwork and advising/being present at the meetings/court	As long as needed	Charged at £75 an hour
DLA paperwork (completion only – submission must be done by the parent)	1.5 hours	£112.50
Right to Choose advice & “This is Me” needs assessment	2.5 hours	£187.50
Disability Blue Badge application support	2 hours	£150
CYPMHS support	1 hour	£75
Early Help (EH) support	1 hour	£75
Observations and liaising with nurseries/schools	As long as needed	Charged at £75 an hour

### 3.2 Observations and Appointments

Observations or attendance at meetings/appointments with a school or setting will be charged at £75 per hour.

### 3.3 General Advice and Signposting

Any general advice, guidance, or signposting will be charged at £75 per hour.

## 4. Payment Terms

- Invoices must be paid in full within 7 days of issue, unless otherwise agreed in writing.
- Services may be paused if payment is not received on time.
- Travel costs (if applicable) may be charged separately and will be discussed in advance.

- Late payments may result in delays to the completion of any paperwork or agreed services.

## **5. Responsibilities of the Consultant**

The Consultant agrees to:

- Provide services with reasonable skill, care, and professionalism;
- Maintain confidentiality regarding the Client's personal information, except where disclosure is required by law;
- Offer advice based on experience and the information provided;
- Keep the Client updated on progress and expected timescales.

## **6. Responsibilities of the Client**

The Client agrees to:

- Provide accurate and complete information relevant to the child's needs and service requirements;
- Submit certain paperwork personally where required (e.g., DLA applications);
- Attend scheduled appointments or provide at least 24 hours' notice of cancellation;
- Cooperate with the Consultant to allow timely and accurate completion of services.

## **7. Confidentiality and Data Protection**

- All personal information will be handled in accordance with relevant data protection laws.
- Records will be stored securely and used solely for the purpose of delivering agreed services.
- The Consultant will not share personal information with third parties without consent unless legally required.

## **8. Limitation of Liability**

The Consultant is not responsible for:

- Decisions made by local authorities, schools, medical services, or government agencies;
- Delays caused by external organisations or systems;
- The outcome of applications, referrals, assessments, or appeals;
- Any loss arising from inaccurate or incomplete information provided by the Client.

The Consultant's liability is limited to the total amount paid for services.

## **9. Termination of Agreement**

Either party may terminate this Agreement at any time by providing written notice.

The Client remains liable for payment for any work completed or appointments already

booked.

Work already carried out will not be refunded.

## **10. Acceptance of Agreement**

By engaging with Mini Moments SEND Consultancy, whether for free or paid services, the Client confirms that they have read, understood, and agree to be bound by this Agreement.

## **Client Acknowledgement – Paid Services**

I wish to engage with Mini Moments SEND Consultancy for paid services as outlined in Section 3. I confirm that I have read, understood, and agree to Sections 4-10 of this Agreement.

Client Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_