



## **BackPocketTeacher**

### **Terms and Conditions**

This document sets out how BackPocketTeacher (hereby referred to as I) works, what I charge for my work, and our responsibilities towards each other should you choose to book me.

#### **Agreeing services**

After initial contact, we will agree via email as to what services I will provide. If we speak on the phone or on Skype as a part of that process I will send you an email following our conversation summarising what was said. I will use our email thread as the contract confirming what we have agreed.

It is your responsibility to provide me, within our email thread, with the information I need to complete the booking and to be paid for that booking. E.g. to complete the booking I need to know such things as: venue location and timings for the day. To get paid I need to know if there is anything over and above my invoice that you require to enable payment, and if there is any particular information you require on the invoice to ensure payment. This information must be provided to me prior to the booking within our email chain.

#### **Cost of services**

After initial discussion, and agreement upon services required, I will quote my fees. I charge specific amounts for a full day, and for a partial day of consultancy services/ training. A partial day is under 4 hours in the morning or in the afternoon (it cannot be 4 hours that overlap both morning and afternoon).

For writing services and creative projects, I am happy for us to negotiate a price for the whole project.

In addition to my fee I will charge you for my travel and accommodations costs (if these are necessary for the work). I will do my utmost to ensure these are kept as low as possible.

#### **Booking**

Once you are happy with what we have discussed we can book a mutually suitable date for services in our diaries. Once we have agreed the date we will be contractually obliged to each other. I will be contractually obliged to provide the services we have decided. Upon according to our email correspondence, and you will be obliged to pay me for those services and the associated expenses.

### **Charges and cancellations**

If you cancel 7 days or less prior to the booking you will be liable for the full fee plus all transport and accommodations expenses already incurred.

If you cancel within a month of the booking I reserve the right to charge you 50% of the fee plus any transport and accommodation expenses already incurred.

If you cancel with more than a months notice I will not charge you for the services but will charge any transport and accommodation expenses that have already been incurred.

Payment is expected within 30 days. If for some reason you will not be able to make payment in this time, please let me know in advance.

Invoices not paid by the due date may be liable to a 15% late charge.

### **Insurance**

BackPocketTeacher holds the following insurance:

- Certificate of public and products liability insurance
- Certificate of professional indemnity insurance

### **Risk**

If I am delivering a training day for you and your staff team, depending upon the session, I may bring improvised resources with me, these will be items sourced from low cost retail outlets or found in my own home or made from cardboard boxes etc, there may be small food items among them, e.g. sweets. Interaction with these items is done entirely at your own risk. It is your responsibility to inform your staff, and anyone who you invite to attend a session, of their acceptance of this risk.

### **Accepting this document.**

Upon receipt of this document please email to confirm that you accept the terms. Unless you state otherwise in our emails I will take our continuing correspondence to indicate acceptance of these terms and conditions. If you have any concerns about the stipulations laid out in this document, please let me know so that we can discuss and resolve any issues.

Thank you  
Sarah Helton  
BackPocketTeacher



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