



TPT Consultancy & Training

Standard Terms of Working

1. These general conditions are an integral part of our proposal and may not be varied without our written agreement.
2. Our work is authorised by a letter of intent requiring no formal contract unless otherwise stated in the text of the proposal can be terminated by four weeks notice in writing on either side without further obligation.
3. All work is carried out under conditions that commit T.P.T. Consultancy & Training to respect the confidential nature of our clients business.
4. To carry out projects it is expected that reasonable office accommodation will be provided for use during the period of consultancy or training.
5. The text of each proposal will define who will be working on the project. The time spent working on the project, i.e., at the clients' premises or from our own office, will be recorded and is the basis for our fee.
6. Unless otherwise specified in the proposal, the fees include all accommodation and travelling expenses to and from the place of the assignment and all other necessary costs.
7. Fees will be invoiced at the end of each assignment or at the end of every month depending on the length of the project. Payment is due within 15 days of receipt of the invoice.
8. Our recommendations and the assessment of the benefits to be expected are forecasts based on the preliminary data provided during our initial survey and on our general experience and judgement. The achievement of the forecast results in the time estimated depends on the full co-operation of our client's directors and staff and may be influenced by other factors outside the control of ourselves and that of our clients.



T.P.Townsend

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