



The Sensory Projects

www.TheSensoryProjects.co.uk

Terms and conditions

This document sets out how I work, what I charge for my work, and our responsibilities towards each other should you choose to book me.

Deciding services.

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. If I do not mention in email something which you consider significant from a phone call please add it to our email thread. It is the email alone that constitutes our contract, not any additional information from other sources, e.g. social media or phone calls.

It is your responsibility to complete and return the booking form to confirm the booking. If you have not received a booking form please request one. Failure to correctly complete the form can result in me not being able to carry out the work we have agreed.

It is your responsibility to ensure that you have everything in order to be able to pay me upon completion of the work. These T&Cs detail my tax status and provide the details you need should you be required to set me up as a supplier. This must be done prior to me completing the work.

If you require me to fill in forms in order to set me up as a supplier there will be a £25 admin fee for this service.

If there is particular information you require displayed on my invoice, e.g. purchase order numbers, these must be supplied prior to my completing the work.

Cost of services.

I charge £825 for a full day, and £500 for a partial day of consultancy services/training. A partial day is under 4 hours in either the morning or the afternoon (it cannot be 4 hours that overlap both morning and afternoon). Anything over 4 hours or anything that overlaps both morning and afternoon will be charged as a full day.

In addition to my fee I will charge you for my travel and accommodations expenses. I will do my utmost to ensure these are kept as low as possible. Typically I travel by train on

super advanced tickets where possible. The closest stations to my home are Truro and Redruth. If I travel to you from another booking the expense of that journey will be shared between yourself and the other booking. If I drive I will charge 40p per mile. For accommodation I will stay in Premier Inns or Travelodges or select the cheapest closest place via a Laterooms search. I occasionally omit places from my search for reasons of personal safety, e.g. if I am arriving late at night I look for a place close to the station I arrive at, and if places have warnings about behaviour in their online feedback I avoid them.

For writing services I charge £250 per day. I am happy for us to negotiate a price for a whole project.

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, and you have returned the booking form, 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

Admin charge

As specified above if you require me to fill in a form to set me up as a new supplier on your system there will be a £25 admin charge. I am happy to check and sign filled in forms for no charge. All the information you require for filling in these forms is contained within this document.

Cancellation charges.

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 month's notice I will not charge you for the services but will charge any transport and accommodation expenses that have already been incurred.

In endeavouring to make my travel expenses as affordable as possible I book train tickets in advance. These tickets are comparatively low in price but are non-refundable. If you would prefer me to wait until the final month to arrange my transport please make this clear in our email correspondence. Understand that doing this may make ticket prices higher.

Late payment charges

I will send my invoice within three days of completing the work. 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.

If payment is late by more than 45 days a penalty charge of 20% of the fee will be due.

If payment is late by more than 90 days a penalty charge of 50% of the fee will be due.

If payment is late by more than 120 days a penalty charge of 100% of the fee will be due.

Risk.

If I am delivering a training day for you and your staff team I will bring improvised sensory 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 and items containing chemicals such as soaps, deodorants and detergents.

It is your responsibility to inform your staff, and anyone who you invite to attend a session of their acceptance of this risk. I will do all I can to ensure items pose no threat, but I cannot account for allergies, breakages or misuse of items etc.

I hold professional indemnity insurance.

I typically present without shoes on. This helps me with my concentration and allows me to give my full focus to the delegates in the room. I accept full liability for doing this, should I injure myself as a result of being barefooted in your setting I will not hold you responsible.

My employment status

I am a self-employed sole trader. It is my responsibility to ensure I pay tax. I have an accountant: Giles Lang at Hobson's Nottingham whom I outsource this responsibility to.

My NI number is: JH 54 06 53 B

My home address is: Pol Arghans, Carnkie, Cornwall, TR130DZ

My legal name is: Ms Joanna Grace

I do not have a phone number. Please consider the omission of a phone number to be a "reasonable adjustment" to make with respect to disability and neurodiversity.

My UTR is: 1482746653

You will need to pay me as a self employed person and not through PAYEE.

You have a responsibility to check I am self employed before paying me in this way, see: <https://www.gov.uk/employment-status/selfemployed-contractor> for full details.

I can confirm that all of the following are true:

- I am in business for myself and I am responsible for the success or failure of my business and can make a loss or a profit
- I decide the work I do and when, where or how to do it
- I can hire someone else to do the work
- I am responsible for fixing any unsatisfactory work in my own time

- I work for a fixed price - it doesn't depend on how long the job takes to finish
- I use my own money to buy business assets, cover running costs, and provide tools and equipment for my work
- I work for multiple clients

I will provide you with my Unique Taxpayer Reference number on my invoice as well as my National Insurance Number to make it easy for you to check my status.

If you require me to fill in any further forms to ensure my timely payment please make sure I have these forms ahead of the booking so that you avoid the late payment charges detailed above and be aware that I charge an admin fee for the completion of these forms.

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. I will ask you to acknowledge your agreement to these conditions on the booking form associated with this booking.

If you have any concerns about the stipulations laid out in this document please let me know and we can work together to find a solution.