



The Sensory Projects

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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. In it you will find information on:

- How we decide upon the services I will provide for you.
 - Planning
 - Booking
 - Arranging payment
- Types of services offered.
- Pricing of services.
- Protocol for online services
- Creating our contract/booking.
- Charges
- Risks
- Employment status
- Accepting this document

Deciding services.

- **Making a plan:** 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.

- **Booking:** 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.
- **Arranging payment:** 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 your organisation requires a purchase order number and you do not furnish me with this number prior to my doing your work it remains your responsibility to pay me.

Types of services

The aim of all the work that I do is to contribute to a future where people are understood in spite of their differences, and to do this by sharing the knowledge and creativity required for people to use inexpensive resources as effective sensory tools. I am happy to consider any work that fits within this purpose (even if what you have in mind does not fit neatly into the services described below).

- In person training days.
- In person workshops.
- In person keynote speeches/conference presentations.

- Writing work: articles, educational materials, resources, etc
- Creative work: designing activity ideas, planning events, creating engagement materials, etc

- Online study courses
- Online study workshops

- Online Live presentations/keynote speeches/interviews
- Online Live workshops
- Online Live training days

- Consultancy work in person
- Consultancy work online

Cost of services.

- **Full day or partial day.** Services are priced according to whether they occupy a full day, or a partial day. A partial day is under 4 hours long, and is either in the morning, or the afternoon. (Morning is considered to be before 12 noon UK time, although it can be up to 1pm UK time depending on my other commitments, Afternoon is considered to be after these times). Anything longer than 4 hours or overlapping both morning or afternoon is charged as a full day.
- **Travel and accommodation charges.** For in person events in addition to the fee associated with the booking 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 advanced tickets where possible. The closest stations to my home are Truro or 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 use an app to search for accommodation that is close to the location and affordable. 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.
- **Fees:**
 - In person training days. £875
 - In person workshops. £525
 - In person keynote speeches/conference presentations. £425
 - Writing work: articles, educational materials, resources, etc £250 per day. Or we can negotiate a price for the whole project.
 - Creative work: designing activity ideas, planning events, creating engagement materials, etc £250 per day, or price for whole project.
 - Online study courses £95 per person
£525 for a group 0-6 people
£875 15 logins with permission to share with a team of up to 200 people
 - Online study workshops £33 per person
£175 group 0-6 people

	£575 15 logins with permission to share with up to 200
○ Additional live content for online study courses of up to 1hr	£100
○ Additional live content for online study courses of up to 2hrs	£150
○ Online Live presentations/keynote speeches/interviews	£275
○ Online Live workshops	£525
○ Online Live training days	£875
○ Consultancy work in person	Full day £825 Partial day £475
○ Consultancy work online	£325 for up to 2hrs £425 for up to 4 hrs £525 for up to 6 hrs

Protocol for online services.

- You will be the online host for the event, my preference is to present via zoom but I am happy to use any platform you choose (you may need to orientate me to platforms I have not used prior to the event). Please ensure that whichever platform you choose allows the presenter to view their own video output as well as that of delegates i.e. I need to see myself when I am presenting to ensure you get the best quality performance from me (and to make sure I am holding things up the right way around!)
- Please ask your delegates to attend with their cameras switched on, this enables me to modulate my presentation according to the responses I see, failure to do this can mean you get a lower quality of presentation as I will be guessing my audiences response.
- For interactive workshops and training days presented Live I will need someone to act as my avatar in person at the event, this may include organising people into groups to perform tasks, sourcing basic equipment and explaining tasks to people. I will need to liase with this person before the event so that they know what will be expected of them and are happy to take part.

Creating our contract/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:** All of the details required to set me up as a supplier are provided in this document. If you require me to fill in a form of longer than a single page 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.
- **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.
- **Travel options:** 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.

Risks

- **Resources:** If I am delivering an in person 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.
- **Responsibility: It is your responsibility to inform your staff, and anyone who you invite to attend a session of their acceptance of the risk associated with interacting with my resources.** I will do all I can to ensure items pose no threat, but I cannot account for allergies, breakages or misuse of items etc.
- **Indemnity:** I hold professional indemnity insurance.
- **Barefoot:** 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. Please consider allowing this to be a 'reasonable adjustment' to accommodate me.

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 to whom I outsource this responsibility.

- My NI number is: JH 54 06 53 B
- My home address is: Pol Arghans, Carnkie, Helston, Cornwall, TR130DZ
- My legal name is: Ms Joanna Grace
- My phone number is 07974816159 P
Note: Please treat my phone number with the strictest confidence. You have my permission to use it on forms associated with my payment but not my permission to use it as a point of contact (in general I cannot have it switched on and I do not have reception at home so email is always the easiest way of contacting me).
- My email address is: Sensorystory@gmail.com this can be used for invoicing as well as general contact.
- 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 have provided 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.

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.

Thank you!

I look forward to working together.

A handwritten signature in black ink, consisting of a large, stylized initial 'A' followed by a long, sweeping horizontal line that ends in a small flourish.