



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.

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 in order to enable payment, and if there is any particular information you require on the invoice to ensure payment for example purchase order numbers. This information must be provided to me prior to the booking within our email chain.

Cost of services.

I charge £750 for a full day, and £425 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).

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 usually do a Laterooms search and selected the cheapest closest place, however I do occasionally omit places from my search for reasons of personal safety, e.g. if I am arriving late at night I tend to look for a place close to the station I arrive at, and if places have warnings about behaviour in their online feedback I will 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 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.

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 will make ticket prices higher.

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 I will add a 20% penalty charge to the fee and if payment is late by more than 90 days this charge will increase to 50% of the fee.

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. 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 of course 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 barefoot. 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 barefoot in your setting I will not hold you responsible.

My employment status

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

My NI number is: JH 54 06 53 B

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 charges detailed above.

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.