



Terms and Conditions

Provision of Services

- We shall provide you with the services as set out in the schedule and proposal issued to you.

Prices

- Charges are detailed clearly in the booking form, and are exclusive of VAT.
- The prices quoted are valid for 3 months from the date of the proposal.

Payment

- Payment is due following the completion of the each Shaping Governance session.
- Payment is due within 14 days of the date of the invoice, failure to pay the invoice by the due date, may incur interest at the annual rate of 4% pro-rata.

Force Majeure

- Insight to Impact Consulting Ltd shall not be liable for failure to perform obligations due to force majeure e.g. fire, flood, storms, Acts of God, riots, strikes, war, acts of terrorism or other causes beyond reasonable control.

Intellectual Property and Confidentiality

- Shaping Governance is a product of Insight to Impact Consulting Ltd and a registered TradeMark.
- All Intellectual Property Rights and all other rights in any materials provided by us shall be owned by us, and must not be used by you outside of this contract.
- You shall keep in strict confidence all know-how and processes of Shaping Governance®. We will keep confidential all information disclosed by you in relation to the provision of the Services.

Liability

- While we endeavour at all times to ensure the accuracy of the completed work supplied to you, it is your responsibility to verify its accuracy upon receipt. Any errors notified to us within 14 days of completion will be rectified by us free of charge.
- We shall not under any circumstances be liable for any consequential or indirect loss to you.
- You agree that we may communicate with you by email without encryption over the internet. We shall not be responsible for any loss or damage arising from unauthorised interception, re-direction, copying or reading of emails, including attachments, nor shall we be responsible for the effect on any computer system (or any loss or damage arising) of any emails, attachments or viruses which may be transmitted by this means.

Delivery of future Shaping Governance sessions

- Insight to Impact Consulting Ltd will agree with the school the date of subsequent Shaping Governance® session, and undertake the session at the agreed date and time.

Cancellation

- If it becomes necessary for the client to cancel or postpone the project after work has commenced, this must be confirmed in writing (letter or email). The client will be liable for all costs of work undertaken and commitments made up to the time of receipt of written notification from the client.

Termination of Contract

- This contract is for a minimum of 2 years from the date of the first Shaping Governance session. Subscription will continue on an annual basis until such time as the school or Insight to Impact terminates the contract in writing.