



Terms of Business

Summerhill Consulting (UK) Ltd will provide services in accordance with the proposal and any other agreed documentation subject to any subsequent variations agreed in writing between Summerhill and the client.

Time and Attention

Summerhill Consulting will devote such time, attention and skills to the project as may be appropriate to execute and complete it. All projects are subject to our accredited Quality Assurance Process.

Fees

Specific details of fees to be paid to Summerhill Consulting will be set out in writing in the proposal document.

Invoicing

For coaching assignments, Summerhill Consulting will invoice in advance for the whole assignment after the first objective setting session. For consulting work, we will invoice monthly in arrears. Payment is due within 28 days of invoicing.

Expenses

Unless expenses are included in the quoted fee, all expenses will be charged at cost. Expenses will include all costs incurred in the supply of materials and equipment, and all travel and accommodation associated with the project.

- Mileage will be charged at the current AA recommended rate of 40p/ mile.
- Rail fares will be charged to the client at cost.
- Flights will be booked as economically as possible and charged to the client at cost. This usually means they cannot be changed. If a Client cancels or changes the time of an event, any costs due to cancellation or changes in flights that have already been booked will be charged.
- All hotel costs connected with the work, if settled by the consultant, will be invoiced to the client.
- Printing and photocopying will be charged at 7p per sheet.
- Any other expenses incurred will be charged at cost.

VAT

VAT at the standard rate will be added to the invoice.

Confidentiality

Summerhill Consulting will keep confidential and not divulge any confidential information concerning or relating to the client's business affairs and activities without express authority in writing of the client.

Reports and Materials

All reports, materials, and other documents, prepared by Summerhill Consulting remain the property of Summerhill Consulting unless otherwise agreed in writing. The client shall be entitled to use any reports and documents produced by Summerhill only for the specific purposes of the agreed project.

Liability

Summerhill Consulting will present its advice and recommendations in good faith and will not be liable to the client for any losses arising or purportedly arising as a result of acting upon the advice or recommendations for any indirect or consequential loss including claims by third parties. The achievement of any recommended aims will depend on the efforts of the client and the client's staff and other factors.

Professional Indemnity

Summerhill Consulting (UK) Ltd carries professional indemnity and public liability insurance.

Consultants

Summerhill Consulting will introduce suitably qualified consultants to the client. The client is not entitled to offer employment to or request services of any of Summerhill's staff or consultants for a period of at least 12 months after the completion of the project without the express agreement of Summerhill Consulting.

Cancellation or Postponement of Work

In the event of a meeting or event being cancelled or postponed by the Client, or its representative, we will charge cancellation fees, because our staff will have committed those days and turned down other work. Cancellation fees are calculated as follows:

- If we are notified more than 28 days before the scheduled beginning of the meeting there will be no cancellation charge.
- If we are notified more than 14 days but less than 28 days before the scheduled meeting the cancellation charge will be 50%.
- If less than 14 days notice is given we will charge 100% of the fees.