

# MTP Training (Consultants) Limited

## STANDARD TERMS & CONDITIONS

1) A copy of **MTP Training (Consultants) Limited** (herein after referred to as MTP) written order will be sent in acknowledgement of every signed order form received as confirmation of a contract for training or management projects to be undertaken.

### 2) PAYMENT TERMS

i **Full Payment** is due 7 days from invoice date for all courses commencing within 1 month, and 14 days from invoice date for all courses commencing within 2 months.

ii **50% of Payment** is due 14 days from invoice date for all courses, which commence in 3 - 4 months.

iii **30% of Payment** is due 14 days from invoice date for all courses, which commence in 5 - 6 months and over. The balance of (ii) and (iii) becomes due in full, 2 months prior to course or expiry date of this contract which is 6 months from the date of signing same - whichever sooner.

iv If dates are not agreed at the time of signing this order form, 30% of payment is due 14 days from invoice date, the balance becoming due 2 months prior to final fixed date of the course, or within 6 months from the date of the signing of the contract, whichever is sooner.

### 3) Changes to Original Order

i. Delegates wishing to transfer to another course or to use a substitute delegate within a 28-day period prior to course commencement will be liable to a £50 administration fee

ii. Delegates wishing to transfer to another course, for whatever reason, within a 7 day period prior to the course commencement will be liable to a charge of 50% of the original course cost.

iii. MTP will endeavour to find a substitute delegate from other sources if 28 days notice in writing is given, but this does not affect our normal payment terms.

### 4) Cancellations

Are **not** acceptable under any circumstances.

MTP reserves the right to re-schedule course programmes due to circumstances outside of their reasonable control

#### **Please Note:**

**Delegate accommodation costs are NOT included in MTP 's fees.**

**All delegate accommodation costs, in their entirety, are the responsibility of the delegate or client company and must be settled on departure from the Hotel, unless prior credit facilities have been approved by the Hotel.**

**In the unlikely event of cancellation, the Hotels Terms & Conditions of Business apply. You may be liable for cancellation charges if you give insufficient notice.**

Course Directors hotel/travel expenses (if applicable) will be charged at cost where a client company has made prior arrangements with the hotel. If Course Directors settle their own account and re-invoice Client Company, then a 10% administration fee will be added to the invoice.