



## Governance of Understanding

1. These terms and conditions apply **to the mutually consenting business relationship between the Company Of ONE (hereafter aka CoyOf1) and the Customer's signing representative**, who warrants that **they have the necessary authority to bind the customer** to these conditions.
2. A firm order may be constituted by; **a customer order (number), the signing of this document, or any other written communication including an e-mail** requesting CoyOf1 to go ahead and assign dates to a particular intervention.
3. Cancellation fees are governed by the following table;

| Changes and Cancellations                   | 6 weeks   | 3weeks | 1 week |
|---|-----------|--------|--------|
| <b>Change of workshop confirmed date</b>    | No charge | 30%    | 50%    |
| <b>Cancellation or Postponement within;</b> | 50%       | 75%    | 100%   |

4. Payment is **due on presentation of an invoice** (if required) or by your electronic payment **prior to committed engagement**. The fees indicated in a quote or within a proposal, or any other written or verbal communication, are superseded by the invoice or directed transaction. These fees **do not include**:
  - ❖ travel or accommodation incurred outside the Gauteng area, which will be charged separately at cost,
  - ❖ venue, and peripheral costs associated with the venue and any costs incurred by the delegates in attending the workshops,
5. the CoyOf1, **cannot be held responsible** for damages **which are consequential or otherwise**, that may arise from the use of our products or services including reports on individual delegates which are intended to provide the basis for constructive coaching of the Business Development process.
6. All pricing and associated terms and conditions are **valid for 3 months from the time of the original quotation**.





| Project name               | Duration         | Start Date               | End Date         |
|----------------------------|------------------|--------------------------|------------------|
|                            |                  |                          |                  |
| <b>Customer Acceptance</b> |                  | <b>CoyOf1 Acceptance</b> |                  |
| Name:                      | Signature        | Name                     | Signature        |
|                            |                  |                          |                  |
| Designation                | Dated dd/mm/yyyy | Designation              | Dated dd/mm/yyyy |
|                            |                  |                          |                  |

Special conditions governing our business relationship;

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form dated; yyyy/mm/dd ~ being version number;

