

TERMS, CONDITIONS & BOOKINGS FOR TRAINING

BOOKING & CONFIRMATION

You can book by completing & scanning the relevant booking form (IN HOUSE or OPEN/CALENDAR) at the end of this document & emailing it to kirsty@btrfly.co.nz or you can call on 022 1963 226 to discuss your training needs in detail & book courses.

All training bookings will be confirmed in writing via email within 5 working days of agreeing your booking. Full details of the training arrangements will be sent via email 5 working days prior to the date of the training. Please contact us if you do not receive a booking confirmation or final arrangements email.

Open Courses: If an open course you wish to book a place on is full you will be informed. Your name will be placed on the reserve list & we will contact you should a place become available.

FEES

For details of Butterfly Consultancy & Training's in-house & consultancy service fees please see <http://btrfly.co.nz/training/training-fees/> or you can view the relevant open course details via the training calendar <http://btrfly.co.nz/training-calendar/>

GST: Course fees are **NOT** inclusive of GST

Additional costs for in-house courses: In-House Course Fees are not inclusive of trainer expenses such as travel, subsistence & overnight accommodation (where required). The receiving organisation will be responsible for reimbursing Butterfly Consultancy & Training for these additional costs. These costs will be kept to a minimum. Please inform Butterfly Consultancy & Training if you have a preferred accommodation provider (e.g. one that gives discounted rates to your organisation). You will be invoiced for any additional costs within 5 days of completing the training.

PAYMENTS

Payments are usually made via direct payment into the Butterfly Consultancy & Training bank account. You will be invoiced upon confirmation of the booking & all account details will be provided with this invoice. Please pay all invoices within 14 days or where bookings are made within 14 days of training date, please pay prior to the agreed training date. Please contact me if you need to discuss alternative payment options.

CANCELATIONS

Cancellations must be made in writing via email. If you or your organisation has to cancel a booking, cancellation fees will be dependent on notice given as detailed below:

- 20 working days notice or above: No fee payable
- between 19 & 11 working days notice: 20% of the agreed fee is payable
- between 10 & 6 working days notice given: 50% of the agreed fee is payable
- 5 days or less notice given: 100% of the agreed fee is payable

MATERIALS

Butterfly Consultancy & Training will provide all training materials required, either in paper or electronic format.

IN HOUSE COURSES

Participant Numbers: In-house courses can be booked for up to 16 trainees, unless otherwise stated in the course description. Exceptions can be discussed but must be agreed before the course & are solely at the discretion of Butterfly Consultancy & Training. Additional trainees (over & above 16) may incur additional fees.

Venue: It is the receiving organisations responsibility to provide a suitable venue for in-house training. Please provide details of the training venue as soon as possible (where travel is necessary this can greatly assist with keeping the travel & accommodation fees to a minimum).

Resources: It is the receiving organisations responsibility to provide the following equipment for the training:

- Projector
- Projection screen / suitable projection wall space
- Flip chart paper & stand
- Flip chart pens
- Paper & pens for trainees

Butterfly Consultancy & Training can provide a laptop if required. Butterfly Consultancy & training will provide all printed or electronic materials & presentations required.

IN-HOUSE TRAINING BOOKING FORM

COURSE TITLE:
PREFERRED DATE/S:
NUMBER OF PARTICIPANTS (MAXIMUM 16)

(If you have not discussed dates with me please give two date options for training facilitation or if you are flexible, give your preferred month)

NAME	JOB TITLE
EMAIL	PHONE NUMBER

CONTACT PERSON (For discussing any specific training needs of the team if different from above)

NAME	JOB TITLE
EMAIL	PHONE NUMBER

NAME OF ORGANISATION	
NAME OF FINANCIAL CONTACT	EMAIL FOR FINANCIAL CONTACT
INVOICE ADDRESS	ADDRESS OF TRAINING VENUE

Please confirm that you have read & understood the terms & conditions for booking training with Butterfly Consultancy & Training **YES / NO**

Are you happy to receive further information regarding Butterfly Consultancy & Training via the email addresses provided **YES / NO**

Has your organisations used its Facebook Page to click LIKE on the Butterfly Consultancy & Training Facebook Page? **YES / NO (If you can say YES to this your organisation will be entitled to a 5% discount on this booking)**

I am really excited about your booking. Is it OK if I share my excitement on the Butterfly Consultancy & Training Facebook page? **YES / NO**

SIGNED	DATE
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OPEN / CALENDAR TRAINING BOOKING FORM

COURSE TITLE:

DATE/S:

ATTENDEE DETAILS (details for all trainees from your organisation)

NAME	JOB TITLE	EMAIL

CONTACT DETAILS (Person making the booking)

NAME	JOB TITLE	EMAIL
NAME OF ORGANISATION	PHONE NUMBER	
NAME OF FINANCIAL CONTACT	EMAIL FOR FINANCIAL CONTACT	
INVOICE ADDRESS		
Please confirm that you have read & understood the terms & conditions for booking training with Butterfly Consultancy & Training YES / NO		
Are you happy to receive further information regarding Butterfly Consultancy & Training via the email addresses provided YES / NO		
Has your organisations used its Facebook Page to click LIKE on the Butterfly Consultancy & Training Facebook Page? YES / NO (If you can say YES to this your organisation will be entitled to a 5% discount on this booking)		
I am really excited about your booking. Is it OK if I share my excitement on the Butterfly Consultancy & Training Facebook page? YES / NO		
SIGNED	DATE	