



TERMS AND CONDITIONS

Hours of work

The rates are based on a full or half workday. Where work is done on an hourly basis it is calculated on the basis of an 8 hour day, unless stated otherwise.

InterACT bills at the end of each week for fees and expenses incurred during that period. Payment is due within 14 days. Sales tax as required by law will be included in all prices and indicated on the invoice.

If payment is not made on time, InterACT may charge a late fee of up to 9% but at least 5% over the Reserve Bank of Australia (RBA) base interest rate.

Payment & Bank details

Project-related travel time is covered in the day rates if it occurs on the same day as consulting work and the travel is no more than 50km away.

Travel time is counted between training location and our InterACT offices. If project-related travel is on a separate day to work performed, a rate of 50 per hour will apply up to a maximum of 8 hours or 600/day. If project-related travel is more than 50km away, a rate of 0,68 cent per km will apply. Rates are exclusive of GST.

InterACT requests payments to be credited via Electronic Funds Transfer to:

Account Name	INTERACTWA PTY LTD
Bank	Bank West
BSB	302162
Account No	1501352

Company details

InterACT WA Pty Ltd - ABN 87 634 092 078

Expenses

Project expenses that are not mentioned in the proposal will not occur without prior approval by the client. Fees do not include out-of-pocket expenses like flights, accommodation, parking, meals and work materials and printing fees for workbooks, which are charged at cost.

If the client can acquire airfares and accommodation at more competitive rates, travel bookings will be made through the client's travel services.

Currency

All fees are quoted in Australian dollars, ex GST unless stated otherwise.



Cancellations

You may cancel your booking for Training, Coaching or Role Play Services:

- At least 4 weeks prior with a \$100 administration charge.
- Less than 4 weeks and more than 2 weeks prior to the session, you will be charged fifty per cent (50%) of the current price.
- Less than 2 weeks prior to the first day of the scheduled session, you will not be entitled to any refund and will be required to pay any remaining amounts outstanding.

Course content and materials

You agree not to copy any of our copyrighted training material or role play scenarios without our prior written consent. Interact has no liability for any errors or omissions in the materials, whether provided by Interact or by third parties.

Clients authorize Interact to photograph, film and/or record performances for publicity, advertising or sales promotions unless agreed otherwise.

Independent Contractors

InterACT ensures that all our trainers, coaches and actors are independent contractors and therefore responsible for the payment of taxes, including without limitation all personal and business income taxes.

Insurances

InterACT WA carries the following insurances and copies of certificates are available on request:

Professional Indemnity Insurance – AUD2,000,000

Public and Products Liability Insurance – AUD10,000,000