

## TERMS AND CONDITIONS

1. Any quotation given by the SWS shall not constitute an offer and is only valid for a period of 90 days from its date of issue.

2. A payment and completed training and exams booking forms are required to confirm the booking. We advise that delegates do not book travel or accommodation until they have received joining instructions as the SWS will not accept liability for any costs incurred by the delegate.

3. Prices are exclusive of VAT at current rate.

4. Payment shall be made upon the receipt of a pro-forma invoice. The SWS will not be able to offer any event dates and/or hold places until the full payment will be received. Where a credit account is in place and use of purchase orders has been approved, payment shall be strictly within 30 days from date of invoice. Any different payment terms which may be standard on the PO do not apply for these services and our payment terms of 30 days take precedence.

5. Cancellation of training or examinations must be in writing and are subject to the following charges:

If cancelled between 4 and 2 weeks prior to the start date, 25% of the fees.

Between 2 and 1 week prior to the start date, 50% of the fees.

Within 1 week of the start date, 100% of the fees.

All incurred expenses at cost.

Cancellation administration charge of £250.00

6. It is expressly understood and agreed to by the Client that they shall not solicit for employment by them under any mechanism whatsoever, any MTD Ltd (SWS of NDT) employees.