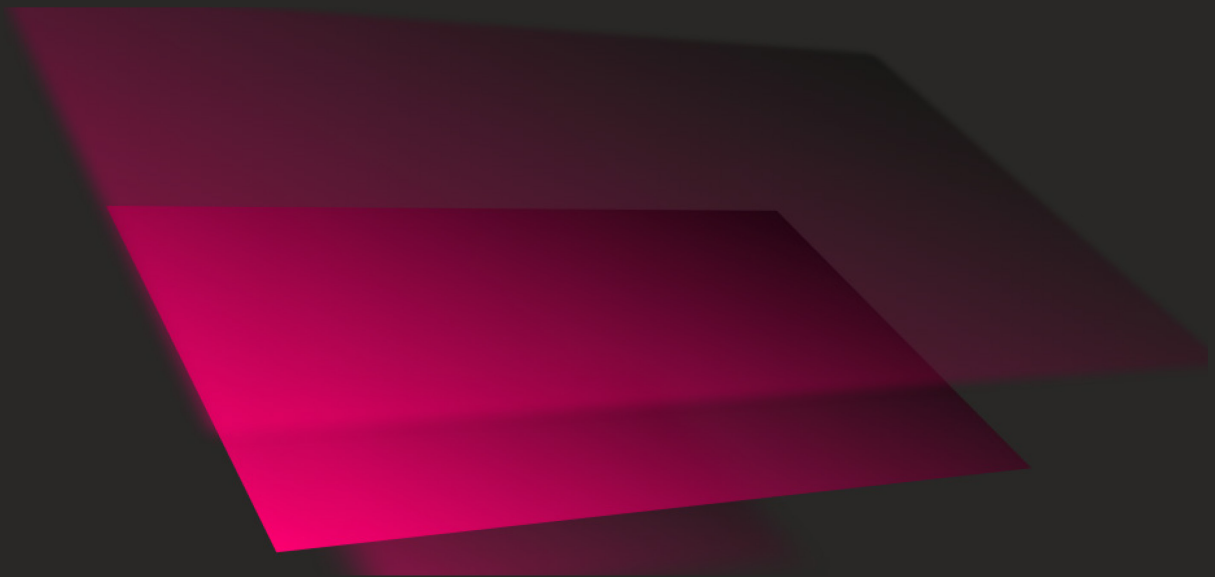




Training Services Model Agreement



03/05/24
VisiMedia Ltd

Versioning

Date Modified	Description	Modified By
03/05/2024	Created	AW
05/05/2024	Updated payment schedule	BL

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Accessibility

Whilst every effort has been made to make this document as accessible as possible, we appreciate that it may not be the best format for everyone. We are committed to ensuring our services are accessible for all. Should you require this document in a different format, please reach out to us at support@visimedia.co.uk and we will gladly provide you with the document in your preferred format.

This Contract for IT Training Services ("Contract") is entered into on [Date], by and between [Client Name], with its principal place of business located at [Client Address] ("Client"), and VisiMedia Ltd, with its principal place of business located at 4b Paddock Road, Reading, RG4 5BY ("Service Provider").

1. Services Provided

The Service Provider agrees to provide IT training services as detailed in Schedule A attached hereto. The training services will range from a 1-hour online training session to a comprehensive 5-day training program.

2. Payment Terms

The Client agrees to pay the Service Provider for the training services rendered based on the following sliding scale rates:

- 1-hour online training session: £500.00 + VAT
- Half-day training session: £1250.00 + VAT
- 1-day training session: £2,000.00 + VAT
- 2-day training program: £4,000.00 + VAT
- 3-day training program: £6,000.00 + VAT
- 5-day comprehensive training program: £10,000 + VAT

A non-refundable deposit of 10% of the contracted rate is due at the time of booking.

Invoices will be provided by the Service Provider upon booking and completion of the training services or as otherwise agreed upon by the parties.

Payment shall be due 7 days after the invoice date.

3. Cancellation Policy

- If the Client cancels a scheduled training session more than 30 days before the scheduled start date, no cancellation fee will be charged.
- If the Client cancels within 10 days of the scheduled start date, a cancellation fee of 50% of the contracted rate will be charged.
- In the event of cancellation less than 5 days before the scheduled start date, the full amount of the contracted rate will be due.

4. Confidentiality

Both parties agree to maintain the confidentiality of proprietary information and not to disclose such information to any third party without the prior written consent of the disclosing party.

5. Liability

The Service Provider shall not be liable for any indirect, special, or consequential damages arising out of or in connection with the provision of the training services.

6. Governing Law

This Contract shall be governed by and construed in accordance with the laws of England.

7. Entire Agreement

This Contract represents the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements between the parties.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date first below written.

Client:	Date:
Service Provider:	Date:

Appendix

Schedule A – IT Training Services Description

The description of the IT Training Services, including but not limited to topics covered, duration of each session or program, delivery method, and any other relevant details will be outlined here on a case-by-case basis.

SAMPLE