



Paul R Salmon

**Terms & Conditions
(Version April 22)**



Important legal binding agreement between Paul R Salmon and Named person or Business.

If you do not agree to any part of these terms & Conditions, you must email prs@paulrsalmon.co.uk within 24 hours, explaining what you do not agree with. Services may be revoked or reversed to non-account basis.

1. Terms & Conditions Valid for

Paul R Salmon Group on Business that we Invoice on their behalf and these terms and conditions fully apply for, are:

- **UK First Aid and Safety Training,**
- **Paul R Salmon,**
- **PRSGC,**
- **UK PCT**

2. Methods of Payment

The following methods of payment are accepted:

- BACS Transfer to NatWest Business Account Number: 32415435 and Sort Code: 60 06 06
- PayPal payment – please contact us for account details, Paypal fees will be added to your total invoice total, UK invoices approx 7%, other regions on request.
- Cheques made payable to PRSGC (a charge of £10.00 to cover bank fees will be charged)
- CASH – not preferred method and please do not send through the post.

3. Non-Account Holders

Non-account holders, that are not in possession of an email from Paul R Salmon confirming an official credit account terms from 01 November 2021. All invoices must be settled prior to space on course or service being started.

4. Official Account Holders

Account holders will be confirmed by Paul R Salmon on all invoices.

Official account holders will be given **28 days** from the issue of the invoice to make cleared payment to Paul R Salmon.

If on the 28th day we do not receive cleared payments then on day 29, we will add the appropriate current interest rates, plus late payment fees as clearly stated in our late payment clause section.

Extensions to the 28 days payment clause can be authorised, as long as an email has been sent to prs@paulrsalmon.co.uk, stating the reasons why payments are going to be late and the date for payments, applications for extension should be made no later than 7 days from the invoice date., this application for payment extension will be acknowledge and granted or denied.

5. Certification, services, and goods

Certification, services, and goods will remain the property of Paul R Salmon until full clearance of relevant invoice(s).

No Certificates, goods or reports will be released until full payment is cleared by customers unless prior agreement is in place.

6. Late Payments Details

If you cannot clear the payment by the date shown on the invoice, you must ask for an extension, or you will be fully liable for the following charges and fees. We will not send you any reminders that this invoice is due or late, we will add the following fees, at the appropriate stages:

Stage 1 - First overdue date to 28 days of being late, a 15% fee of the total invoice will be added to the invoice.

Stage 2 - After 29 days of being overdue a fee of £90 will be added to the invoice, an administration fee to start recovery of outstanding fees.

Stage 3 - Solicitor fees and legal / court cost will be added to the invoice at the current rates.

7. Course & Services Cancellation, change or

Courses can be cancelled, amended, or changed; the following terms apply.

Course / Services Cancellation – up to 21 days before the course start date, courses may be cancelled, a 50% fee of the original course fee will be retained or invoiced. **20 days or less** then we will invoice or retain 100% (full course fee).

Course / Services amending: Course may be changed to another day within 6 months, this will incur a 20% fee of the original course or service fee. Only one change will be allowed. If you would like to change the person attending the course, then a fee of £50 will be charged plus any fees levied by awarding organisations.

If Paul R Salmon cancels, changes, amends the course or service we will offer you alternative dates or services if available, if not we will give you a full refund minus any change or amending fees previously charged. Paul R Salmon has the right to change or cancel services or booking. Paul R Salmon will not be held liable for any out-of-pocket expenses as a result caused to person or company booking or to third party claims.

8. Termination of agreement

Paul R Salmon has the right to terminate, revoke, suspend any courses or services to a group or individual, if we feel any of the following have or will occur:


- The professional integrity of the qualification is being jeopardised
- Any acts that may offend other participants,
- Malpractice is being committed
- Inappropriate behaviour of participants
- Poor time keeping
- Not following our or awarding organisations requirements.

This list is not exhausted. In the event we revoke, suspended, or cancel any spaces, no refund will be given, and invoices will still be valid. No compensation will be given for any out-of-pocket expenses the booking, or third parties occur as a result.

9. Contact Us

- 01206 890 292
- prs@paulrsalmon.co.uk
- www.paulrsalmon.co.uk
- Address on request

10. Company Sign Off:

Responsible Person Name	Paul Salmon	Position	Director
Responsible Person Signature		Date	7 March 22

This policy will be reviewed at least on a yearly basis and signed and dated on review

Next Review Due 1 April 23