



Blue Morph Ltd. Coaching and Supervision terms and conditions.

The Contract

The contract will be with Blue Morph Ltd.

Fees and Expenses

Fees are charged per session and, unless otherwise stated, include train, taxi, telephone and room booking.

VAT

All fees and expenses are subject to VAT at the rate in force at the time.

Invoicing

Invoicing for the whole of the coaching or supervision assignment, i.e. the total number of agreed sessions, takes place after any 'chemistry meeting' and the first session. Payment terms are 30 days. We reserve the right to charge interest at 5% above the NatWest base rate on late paid invoices.

Payment

All cheques should be made payable to 'Blue Morph Ltd' and remitted to South End House, 55 High Bungay Road, Loddon, Norfolk. NR14 6DX. BACS transfers can be made to Barclays Bank, quoting sort code: 20-45-45 and account number 70255955

Cancellations

If you need to cancel an appointment a minimum of 48 hours' notice is required, otherwise you will be charged the full fee for the missed session.

Confidentiality

All sessions are confidential. The exception, in accordance with the Ashridge and EMCC Ethical Frameworks, would be if it seemed there might be serious risk either to you or others. Wherever possible this break in confidentiality would be done with your consent, and only to professional parties who absolutely need to know (e.g. your GP).

In order to ensure the quality of their work, all coaches and supervisors working within the Ashridge and EMCC Ethical Frameworks are required to have ongoing supervision, which involves discussing some client work. The work with my supervisor is confidential and I ensure the identity of any client is disguised and anonymity maintained.

