



A Better Way To Work

## Priority Management Randstad Terms and Conditions of Business

### *Payment terms*

Payments of invoices are due in 30 days latest after the training date, and payment will be by International Bank Transfer. VAT at the current rate will be added to all invoices for training services delivered in the Netherlands. Public programmes: payment is due thirty (30) days in advance.

Where invoices remain unpaid, Priority Management reserves the right to charge interest on the outstanding balance at the rate of 1.5% per month (or part month) until the account is settled.

### *Validity*

Prices charged will be those ruling on the date of dispatch or supply unless a valid written quotation to the client is in force at the time, in which case the quoted price will apply. Proposals/quotations remain valid for 60 days, unless agreed otherwise. Prices are based on payment in full within 30 days of the training date. No prices are valid for more than 12 months from date of Proposal/Quotation unless agreed otherwise in writing.

### *Purchase Orders*

Purchase Orders, or equivalent order confirmations, must be issued by the Client before reserved dates can be confirmed by Priority Management.

### *Intellectual Property Rights*

Any Priority Management slides or materials used as part of the training remains the intellectual property of Priority Management International Inc, and presentation and learning materials may not be used by the Client without the written permission of Priority Management. No recordings can be made of any form of training delivery without the written permission of Priority Management.

### *Virtual Learning Guides*

Virtual Learning Guides are available online for some programmes for use any time for six months from date of registration and can be extended on application to the local Priority Management office. Registrations cannot be cancelled less than three working days before the training date, unless agreed by Priority Management. The Virtual Learning Guides are copyrighted and owned by Priority Management International. These are not to be distributed to anyone else in any form. The link, Usernames and Passwords are for each delegate's sole use – forwarding the link to someone else is a violation of the agreement and conditions. If improper use is detected, the link will be revoked.

### *Training Room*

For in-company training events, it is the Client's responsibility to ensure that adequate facilities are made available. Priority Management will not take responsibility for problems arising from inadequate facilities, procedures or availability.

### *Liability*

Priority Management cannot be held responsible for any damages or loss, consequential or otherwise, resulting from the use of their products or supply of their services. Cancellation of Training Bookings In the event that the Client needs to cancel or postpone a training event and the Client is unable to provide Priority Management with a minimum of thirty (30) days written notice prior to the date, then 50% of the Minimum Daily Charge is payable. If less than seven (7) day's written notice is provided, then the full Minimum Daily Charge shall be payable. If over thirty (30) days' notice is given, and any workshop materials have been ordered on behalf of the Client in any language other than English, or with any customisation specific to the Client, then 25% of the Minimum Daily Charge shall be payable, regardless of the date of cancellation.

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