

Greenfield Associates trading as BEST TRAINING - HORSHAM
Terms and Conditions

In these Terms and Conditions “Company” means Greenfield Associates and “Customer” means the person or company that purchase the goods. “Goods” means the goods specified in the company’s invoice.

1. The Company’s published fee for open courses is inclusive of course material and tutor support. Remote students will need to have the relevant software installed on their own computers.
2. Reservations must be made using the Company’s booking form in one of the following ways:
 - (a) by telephone
 - (b) by post
 - (c) by e-mail
3. The Company will send course material for each delegate to the Customer, who will be responsible for the timely distribution to delegates at its own expense.
4. The Customer will pay all fees relating to the Company’s courses within 14 days prior to the start date of all courses to which they relate. The Company will provide the Customer with a receipted invoice on receipt of payment in full for the relevant courses. The Company reserves the right to give priority to Customers who make payment in full for the courses at the time of reservation.
5. The Company reserves the right to make an administration charge of 15% of the course fee for any cancellations or change of course within 14 days prior to the start date of any course, which the Customer will pay.
6. The Customer has the right to substitute one delegate for another at any time prior to the start date of the relevant course without cost penalty.
7. In the event of any payment due to be paid by the Customer becoming overdue the Company shall be entitled to charge interest on the amount remaining overdue from time to time at the rate of 8% over Lloyds Bank PLC’s base leading rate from the date when the payment became due (whether demanded or not) until the overdue amount is paid.
8. The Company shall not be responsible for any failure to perform or delay in performance of its obligations due to circumstances beyond its control.
9. Copyright in any material submitted by the Company to any Customer or any third party remains with the Company or the person whose copyright is claimed on the face of the relevant material and must not be communicated to a third party without prior written permission of the Company.
10. The bookkeeping courses are designed for the UK only and may not be suitable for other countries.
11. There will be additional charges for postage of training manuals to countries outside the UK.