

Purchasing Management Services Limited Terms & Conditions for Training Services

All training provided by Purchasing Management Services Limited (hereinafter called 'PMS') whether carried out at client's premises or at any other location is provided strictly in accordance with these terms and conditions. In attending PMS training scheduled training courses or engaging PMS for in-house training, you (the party contracting with PMS) agree to be bound by these terms and conditions.

All training courses, materials and documents remains the sole ownership and copyright of Purchasing Management Services Limited. Copying, uploading, posting, in whole or in part of any material is not permitted without our written permission. Course materials must not be copied in any form or passed to third parties without our written permission.

The course content will be as published on the PMS website www.pmslimited.co.uk or as agreed in writing for in-house training. PMS reserves the right to alter or amend course material and in advance and without notice.

PMS reserves the right to amend or cancel any event. As much notification as possible will be provided of any amendment or cancellation but PMS cannot be responsible for any costs incurred by the customer. In the unlikely event of a course being cancelled by PMS, the customer will be offered an alternative date for the same course, a credit towards another course or a refund.

PMS will accept cancellations up to 4 weeks in advance of the course commencement date. Inside 4 weeks we cannot accept cancellation but substitutions can be made at any time. Invoices must be settled immediately and fees paid will be held against the fee for a future course of the same cost.

Where PMS provides on-site training at a client's premises or on behalf of client at third party location, the client will be responsible for all costs and risks for the hire and/or provision of suitable facilities. Unless otherwise agreed with PMS, a projector, flip chart and screen shall be provided by the client.

All bookings/reservations will be confirmed in writing by PMS. PMS does not enter into a contract until the confirmation is made.

Payment must be made and received in advance of the course commencement date.

For scheduled courses, Joining Instructions will be sent out approximately three weeks in advance of the course commencement date. These documents form part of the contract with PMS.

Where PMS or their assigns are providing food and refreshments during a training course, any special dietary requirements (including compliance with the Food Allergies Legislation) must be advised in writing at least two weeks prior to the event commencement. Any other specific needs should also be discussed with PMS at least two weeks prior to event commencement.

The provision of training services may be terminated by PMS if any of these terms and conditions are not complied with. These terms and conditions contain the full and complete understanding

between the parties. They supersede prior arrangement and understandings whether written or oral appertaining to the subject matter of the terms.

Great care has been taken in the compilation and preparation of these course notes and the explanations provided during the lecture sessions to ensure accuracy. However, PMS cannot in any circumstances accept responsibility for any errors or omissions or liability (including consequential loss) in any form.

Whilst the training courses are well researched and presented by experienced and suitably qualified practitioners, PMS does not make any representation or warranty that the training provided will necessarily meet any expectation or requirements, or that any particular results will be obtained from attendance.

Whilst every effort is made to keep charges to a minimum, it may be necessary from time to time to make amendments to the terms and conditions to reflect changes in market conditions, changes to technology, changes in payment methods, changes to legislation, changes to our capabilities and or third party cost increases. We therefore reserve the right to adjust prices in accordance with those ruling at the date of course delivery.

The prices for our training courses are exclusive of any travel, accommodation, subsistence or incidental expenses or cancellation costs.

All prices and costs given by PMS are subject to VAT at the appropriate rate.

PMS may from time to time photograph/film its events for use in future publicity and marketing materials for the promotion of the organisation. If you do not wish your photograph to be published, please inform us at training@pmslimited.co.uk at the time of making your booking.

PMS is committed to providing a high standard of training and customer care. If you are not happy with any aspect of the service PMS provides, please contact PMS Office Manager (training@pmslimited.co.uk) or telephone 01302 890471).

Any services provided by PMS are governed by English Law and with the jurisdiction of the Courts of England & Wales.