



Please find following our standard terms and conditions.

1. **Payment Terms:** Once booked for a presentation, a 50% deposit is required. The remaining 50% is payable upon completion of the project. All invoices are payable within 7 days of issue.
2. **Cancellation:** In the event of cancellation by you, the 50% deposit is not refundable. However, this can be transferred if 30 days or more notice is given and the booking is rescheduled. In the event of cancellation by you less than one week before the engagement date, the full fee is payable.

In the event of cancellation by Ken Warren, all monies paid will be refunded to you. Alternatively, you may choose to transfer the engagement date to another mutually agreed time or have him arrange an alternative speaker in lieu of the refund.

3. **Logistics:** You agree to take responsibility for promoting the presentation, providing the venue, copying the notes, and providing refreshments, if required, for the participants
4. **Copyright:** The content of the presentation remains the property of Positive People Solutions. If you wish to re-use the content, licensing fees apply.

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