



Booking Terms and Conditions:

General:

- Clients will be allocated dates once a booking request is received, a time and date suitable to both SkyBlu Solutions and the Client.
- Once dates and services are confirmed with the client this is deemed to constitute the booking.

Fees:

- All fees are agreed in writing with the client prior to the confirmation of booking.
- Fees are dependent upon the nature of the work the client wishes to commission SkyBlu Solutions to deliver.
- Clients fees are payable in full, within 30 days of the invoice.
- Clients fees contribute towards the costs of administration, consultants expenses and time and any materials provided by SkyBlu Solutions.
- Details of agreed fees for your service can be obtained via email from enquiries@skyblusolutions.com

Cancellation Policy:

Cancellations - SkyBlu Solutions:

- Whilst every effort is made to ensure that the following does not happen, SkyBlu Solutions reserve the right to: **1.** Cancel / postpone any booking in the event of the designated consultant being unwell. **2.** Offer the client an alternative consultant in the event of the designated consultant being unable to work.
- Should SkyBlu Solutions cancel any booking, a full refund will be made to the client within 30 working days, providing that the client provides details for payment within this timeframe.
- All cancellations will be made to the client in writing.

Cancellations - Clients:

- Cancellations or postponements can only be accepted in writing.
- Should clients cancel or postpone the following charges apply:
 - 30 days prior to the booking - no fee
 - 21-30 days prior to booking - 50 per cent of agreed fee
 - 8-20 days prior to booking - 75 per cent of agreed fee
 - 7 days or less - 100 per cent of agreed fee is payable.

By booking consultancy services with SkyBlu Solutions you are agreeing to the above terms and conditions.