**Terms and conditions.**
**Corporate**

Thank you for choosing Total Driver.

To ensure that absolute customer satisfaction and also your expectations are met, please take a few minutes to fill out the following details. This will assist Total Driver in planning and preparation and ensure open lines of communication.

This agreement is between ……………………………………………………. and **Total Driver Aust Pty Ltd.**

Client……………………………………………………………………………….

Home address…………………………………………………………………

Phone…………………………………………………………………………..

Email…………………………………………………………………………….

**Booking and cancellation terms and conditions**
- ➢ Bookings are not confirmed until payment is received
- ➢ If a participant is unable to attend, a seven day cancellation policy applies.
- ➢ For any student who reschedules within this 12 hour time frame, a $25 admin fee applies.
- ➢ For any participants cancelled with less than 12 hours' notice, the program is considered completed.

**Specially arranged programs**
- ➢ Where a Total Driver day has been arranged solely or primarily for a booking organisation, whether at one or more locations, for specialised training or other reasons, the number of attendees and other details of the booking are unconditional for the date of payment and booking.
- ➢ In exceptional circumstances, courses as described above may be postponed provided that:
  - o A minimum of ten working days notice is given in writing: and
  - o All out of pocket expenses arising out of the booking, whether incurred by Total Driver, Its agents or employees, such as venue fees, airfares, and instructor expenses are paid in full by the booking organisation.

Where such a postponement is possible, Total Driver will issue a Credit Note which may be applied to wards rescheduling of a training date(s).

**The next step**

Total Driver will design a run sheet/ calendar schedule for you to sign off on. This is to ensure your expectations are fully met as is reasonably necessary in order to give effect to this Agreement and or for the conduct of the Client's affairs, and or for the performance of Total Driver duties in terms of this Agreement"

Executed on and effective from ………………………………………

**Total Driver**          Signature……………………………………………………………Date

**Client**          Signature……………………………………………………………Date