

Paisley Training
&
Consultancy

Paisley Training and Consultancy

Terms and Conditions Document Packages



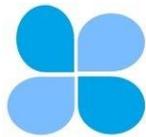
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www.paisleytrainingandconsultancy.com



Paisley Training & Consultancy

Terms and Conditions – Document Packages

1. Introduction

1. This document sets out Paisley Training and Consultancy's Terms and Conditions relating to the ordering and provision of care document packages.

2. Definitions

Client - an individual or organisation purchasing individual documents or document packages from Paisley Training and Consultancy.

Document Package – a set of care documents that are provided by Paisley Training and Consultancy.

Fees – the cost for the documents to be paid by the client by invoice or via Paisley Training and Consultancy website (online store or contact us form). Paisley Training and Consultancy do not accept payment by cheques.

Individual Document – one of more documents not part of a document package.

Logo – the logo of the service/organisation purchasing documents.

Website – www.paisleytrainingandconsultancy.com

3. Document Purchases

Purchases of document packages can be made by website, email or telephone.

Clients purchasing via Paisley Training and Consultancy online store will receive an automated order confirmation. Clients ordering documents via other methods will receive a confirmation email within 3 working days of their order.

Clients opting to make payment by invoice are required to make the full payment within 7 days of receiving the invoice, or prior to the documents being provided to them.

If the client has chosen to have their logo added to the documents they are required to email their logo (jpeg or png format) to info@paisleytrainingandconsultancy.com. Only one logo will be added to documents purchased.

The client's logo will be added to the documents and the documents will be sent to the client by email within 7 working days. If this is not possible we inform the client of the expected date of delivery.

Documents are provided to comply with Care Quality Commission (CQC) requirements for Adult Social Care services. It is the responsibility of the client to keep the documents up to date after purchase. All documents are provided in editable 'word' format.

Paisley Training and Consultancy are not able to sell documents to training and consultancy organisations/individuals and software companies.

Paisley Training and Consultancy reserve the right to decline document orders from organisations/individuals who we suspect are attending to obtain intellectual property for commercial gain.

4. Pricing

All document package prices are published on the website.

Paisley Training and Consultancy reserves the right to review and change document package prices.

Prices for the purchase of individual documents will be provided on request.

5. Payments

Payment can be made at time of ordering via the website online shop.

Clients wishing to pay by bacs can request an invoice. Clients must provide the email address that the invoice is to be sent to and details of the company address and name of person responsible for paying the invoice.

Invoices will be sent to the client within 3 working days of the order.

Clients opting to make payment by invoice are required to make the full payment within 7 days of receiving the invoice, or prior to receiving the documents.

Document package orders are provisional until payment is received. If payment is not received by the due date the order will be cancelled.

6. Returns

Clients ordering documents are responsible for ordering the correct document package for their service type.

Once documents have been received returns cannot be accepted.

7. Intellectual Property and Copyright

All documents remain the intellectual property of Paisley Training and Consultancy.

Documents purchased are for the sole use of the organisation purchasing and must not be shared with other organisations/individuals. This includes both digital and paper copies.

All documents, to the best of our knowledge, are accurate and a current reflection of legislation and regulatory requirements at the time of purchase.

8. Contact Information

Paisley Training and Consultancy can be contacted by:

Telephone: 01772 305215

Email: info@paisleytrainingandconsultancy.com

Website: www.paisleytrainingandconsultancy.com