

# MOWBRAY BY DESIGN

## MOWBRAY BY DESIGN CORPORATE PROGRAMME AGREEMENT

Please review, adjust and sign where indicated, and return to Louise Mowbray by email or fax.

Full Name:	
Company Name:	
Mobile Number:	
Number of employees:	
City of Engagement:	
Date(s) of Engagement:	

TYPE OF ENGAGEMENT	LENGTH OF ENGAGEMENT	TOPIC
Coaching		
Workshop		
Facilitation		

**FEES:** \_\_\_\_\_

### TERMS & CONDITIONS

#### 1. Services

- a. The scope, themes, forms and intentions of Louise Mowbray and Mowbray by Design (MbD) and its corporate programme services are visible on [www.mowbraybydesign.com](http://www.mowbraybydesign.com) and known to you the client (client).
- b. I understand that "corporate programme" and "engagement" is a professional service delivered by Louise Mowbray that is designed to coach, inform, engage, motivate, inspire, and/or facilitate the creation/development of personal, professional and / or business goals.

#### 2. Copyright

The client acknowledges the copyright of Louise Mowbray and Mowbray by Design. Reproductions of any materials in any form must have written permission from Louise Mowbray.

#### 3. Quality Guarantee

The satisfaction of its clients is MbD's highest priority. MbD's ongoing commitment is to provide the best corporate programme skills and methods. It is MbD's philosophy to do whatever it takes in order for the client to achieve their goals in the most effective way.

#### 4. Length of corporate programme engagements

Depending on the type of corporate programme, engagements or part thereof may range from 60 minutes to full working days and / or months. The length, nature and purpose of the programme and relevant fees are agreed with the client prior to the engagement.

#### 5. Responsibility

As a client, I understand and agree that the client is fully responsible all employees physical, mental and emotional wellbeing during the corporate programme engagement.

#### 6. Use of corporate programmes

- a. I understand that a corporate programme is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.
- b. I understand that a corporate programme is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals.

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7. **Confidentiality**

- a. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
- b. MbD recognises that the client may have future plans, strategic objectives, business affairs, customer lists, financial, roles, goals, personal and other private information.
- c. MbD will not at any time, either directly or indirectly, voluntarily use any client information for its own benefit, or disclosure, or communicate this information to a third party.

8. **Ethics**

MbD acknowledges and commits to the Code of Ethics as outlined by the [International Coach Federation](#). MbD does not represent any religious ideologies, or is a member of any sect, cult or dogmatic organization.

9. **Liability**

The client understands that a corporate programme may involve a number of areas of an employees' life, including work, finances, health, relationships, education and recreation. The client acknowledges that deciding how to handle these issues and implement choices is exclusively the employees' responsibility.

10. **Billing**

The billing of corporate programme services will be executed prior to the said corporate programme. The billing is emailed to the client. Payment is made by the client by EFT / electronic bank transfer.

11. **Additional costs**

The arrangement and payment of air, train or road travel, hotels, car hire, taxi services and sustenance are the sole responsibility of the client.

12. **Corporate programme Cancellations**

Cancellations must be made one week (seven days) in advance. There will be no refund or credit for cancellations made less than one week (seven days) prior to a scheduled corporate programme engagement.

13. **Salvadorian clause**

In the case that one or more of these terms become disempowered the other terms shall not be impacted. MbD and the client shall agree upon a substitute term, which is closest to the discontinued term.

14. **Provision of service:**

MbD will provide its services to the best of its ability; due to the nature of the work, we are unable to guarantee the outcome of any of our services. In the event of liability arising out of or in connection with the performance of services under this contract, it is a condition of our performing any service that MbD's total liability (including that of any person engaged in the provision of the services) arising out of or in connection with this agreement, howsoever arising and from whatever cause, is limited to the amounts paid by you to MbD.

*I have read and agree to the above.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Louise Mowbray, MbD*