

## Cancellation Policy

In the event of cancellation by the client, the following scale of cancellation fees will apply:

<b>Notice Period of Cancellation</b>	<b>% of Fee Payable on Cancellation</b>
Over 60 days	No fee
30 - 60 days	25%
15 - 29 days	50%
0 - 14 days	75%

However in the event a programme is rescheduled within 12 weeks of the original date no cancellation fee will be charged.

Rights are reserved to charge the client for any expenses already incurred for postponed or cancelled projects, e.g. bought-in services.

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