

## **Equality, Diversity, Equity & Inclusion Solutions**

### **In-Person**

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The Diversity Trust CIC works on a daily rate of £1695 (exclusive of VAT). Shorter half day sessions, up to 3.5 hours, are available from £895 (exclusive of VAT).

Maximum 20 participants.

The delivery of shorter sessions, with larger audiences, is charged at a rate of £895 (exclusive of VAT) per session.

For in-person delivery there is an additional charge of £225 where travel exceeds 4-hours (round-trip).

If a course or programme requires bespokeing, to fit your audience, we charge a bespoke fee. We will confirm this bespoke fee once we have confirmed the course or courses with you.

Please note that our prices may increase or vary; we will always endeavour to give a period of 21-days' notice of any changes.

### **Digital**

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We recommend 2-3 hours for an online course which we run as a 'live' facilitated webinar, for up to 15 participants in an interactive session. We can host up to 100 participants, or we can provide a speaker, if you have a larger audience. We charge our session rate, £895 (exclusive of VAT), for online delivery.

### **Expenses**

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The above rates include reasonable PPS costs (for postage, phone and stationery). Any out-of-pocket expenses, e.g. photocopying, travel or accommodation, are charged to the client at cost. Travel is charged at 45p per mile.

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The Diversity Trust CIC is a Community Interest Company limited by guarantee.  
Registered in England and Wales. Company registration number 08141031.  
Postal Address: 124 City Road, London EC1V 2NX  
VAT Registration Number 378 3131 85

Phone: 07720 294 991  
Email: [info@diversitytrust.org.uk](mailto:info@diversitytrust.org.uk) Web: [www.diversitytrust.org.uk](http://www.diversitytrust.org.uk)

## Cancellation/Postponement Policy

In the event of cancellation or postponement by the client, we reserve the right to charge the following fees:

<b>Notice Period of Cancellation /Postponement</b>	<b>Fee Payable on Cancellation /Postponement (%)</b>
Over 60 days	No fee
59 - 30 days	50%
29 - 14 days	75%
< 14 days	100%

If there is a cancellation/postponement within **0 - 14 days 100% of the fee will be payable.**

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

### Terms & Conditions

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The Diversity Trust CIC applies a net 30-Day payment of invoice term.

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