



130 Consultancy services

Version 7



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1 Introduction

This document explains the detailed terms and how to get the best from our consultancy services and should be read in conjunction with our Terms of Business available at <http://tob.hubkengroup.com>. In the event of any inconsistency between the provisions of this document and our Terms of Business, the terms contained within this document (in respect of such inconsistency) shall prevail.

This is a living document and is subject to updates and changes as and when required by us.

2 Scope

Consultancy Services include:

- Mentor sessions
- Health checks
- Consultancy
- Configuration services (including Totara HR Import support)
- Learning design
- Evaluations
- Reviews
- Investigatory workshops or meetings
- Briefing sessions
- Creation of bespoke training materials

3 Expenses

When we visit you at your site in the mainland UK we incur expenses and will re-charge these to you in accordance with the following table:

Item	Charge
Return mileage	40p per mile.
Train/Air travel/Public transport/Taxis	Re-charged at cost.
Hotel Accommodation and subsistence	3-4 star, billed at cost up to a maximum of: £150 per night outside of London £200 per night inside London

We will always arrange any travel or hotel accommodation directly.

We will agree maximum expenses incurred outside of the UK prior to confirmation of the services.

