

# Bespoke Manual Handling Training Video Order Form

**Client:**

**15 Minute Video at £1995\***

**30 Minute Video at £3995\***

**\*Tick next to your selected Video & cross through the other. The 30 Minute Video includes a Box Set copy of DigiTrain®**

**Requested Filming Date:**

**USB or DVD:**

**Purchase Order Number:**

**Accounts Email:**

**Accounts Telephone Number:**

**Full Invoice Address:**



## **Cancellation Agreement:**

If you wish to cancel the Bespoke Manual Handling Training Video Production after this agreement has been signed there is a cancellation fee of £3995 for the 30 Minute Video or £1995 for the 15 Minute Video.

## **Filming Terms**

To enable Osteopathic Solutions Ltd to capture the necessary footage, the responsible Health & Safety Manager will support our Consultant and Videographer throughout the whole filming day, ensuring all manual handling tasks, loads and environments are available for filming.

\*Requested Filming Date. Osteopathic Solutions Ltd will endeavour to film on your requested filming date, however this will be reliant on our Videographer's availability for this date. If this date is not available we will request another date from the Client.

If you wish to cancel the Confirmed Filming Date\*\*, a 2nd day of filming will be needed which will be charged at £1995. If a 2nd day of filming is needed for whatever reason (after the Confirmed Filming Date\*\* has gone ahead), this will be charged at £1995. Should the client want to cancel the DVD production at this stage, the client is still liable to pay the contract fee of £3995 for the 30 Minute Video or £1995 for the 15 Minute Video. Additional days of filming will also be charged at £1995.

\*\*Confirmed Filming Date. This will be confirmed by Osteopathic Solutions Ltd by email to the Client.

## **Payment Terms**

The 1st invoice with 50% of the Contract Fee will be issued (after this Contract has been completed and signed by the Company representative and then sent by email to Osteopathic Solutions Ltd) with or without an official purchase order with 5 DAY PAYMENT TERMS. The 2nd invoice with 50% of the Contract Fee will also be issued (with or without an official purchase order) with 30 DAY PAYMENT TERMS. Once payment for the 2nd invoice has been received, after the 1st invoice payment has also been received, the DVD (or USB) will be posted to the Client to be received within 5 working day, with the Video File emailed.

Payments are by BACS transfer. We do not accept cheque payments.

Payments will be made to the Osteopathic Solutions Ltd Business Account or the Personal Accounts of Principle Directors Gareth Milner and Emma Farrell at their written request.

The Osteopathic Solutions Ltd Business Account Number and Sort Code with World First UK will be stated on our Invoices. These Business Account details will be accepted by the Client and at no time will Osteopathic Solutions login to any of the Client's Online Portals to update these Bank details should they need updating. If they need updating the Clients' employees will conduct this updating in their Accounts systems. Therefore our Invoices are to be paid with the Business Account details stated on our Invoices.

## **Contract Acceptance**

**I/we on behalf of ..... hereby accept the above work order & note that a Binding Agreement now exists**

**Date:**

**Signature:**

**NAME:**

**Position:**