# Honest Psychology Ltd: Terms of business

1. I am a Chartered Occupational Psychologist, operating as a Limited Company under the name “Honest Psychology Ltd”, UK company registration no 08807888. I am a Graduate Member of the British Psychological Society and full member of the Division of Occupational Psychology, membership no 79090 and I am an Associate Fellow of the British Psychological Society, entitling me to use the letters C Psychol and AFBPsS after my name. I am also a Registered Occupational Psychologist with the Health Professions Council, membership no PYL 04323. I hold Professional Indemnity Insurance and renew this annually. I work on a freelance, self-employed basis and make my own NI and tax payments.
2. I provide Occupational Psychology and Research services at a daily rate as advertised on my website. Some services provided are charged at a set amount, e.g., diagnostic assessments, which are charged at less than their true “hours value”. Where work is charged at a day or half day rate, a working day comprises 7.5 hours and a half day, 3.5 hours. Where work is to be done remotely (e.g., at my home), I will keep a tally of hours spent working and will show this to the client on request.
3. Where necessary and by agreement with a client, I may commission an Associate to carry out the agreed work and will agree rates with them privately. All other terms for this work (e.g., cancellation charges) will apply as normal.
4. Honest Psychology Ltd is not registered for VAT.
5. Travel is charged at the current HMRC rate of 45p per mile. If public transport offers a better travel option, standard class travel will be invoiced at cost. Car park fees and any taxis necessary would be charged at cost, with mileage to the nearest station charged at 45p per mile as outlined above.
6. An invoice will be submitted upon completion of a specific piece (or clearly defined strand) of work. Where work is undertaken on an ongoing basis, invoices will be submitted monthly. Payment terms are standard, 30 days from date of receipt of invoice. I reserve the opportunity to exercise my right to claim statutory interest (at 8 per cent over the current Bank of England base rate) and compensation for recovery costs under late payment legislation if money owed is not received by the agreed date and under the agreed credit terms.
7. In the event of cancellation of previously agreed dates of work, a sliding scale of charges will be applied.

* If notice of cancellation is received more than 20 working days before the event, no payment will be due.
* A ‘working day’ is interpreted as Monday-Friday, excluding bank and public holidays.
* If notice is received between 16-20 days before the date of the event, a 10% cancellation charge will apply.
* For notice between 11-15 days, cancellation is 25% and for notice between 6-10 days, the cancellation fee is 50%.
* Cancellation of an event 5 or less days in advance incurs a 100% cancellation fee.
* Any non-returnable goods and services purchased for the event(s) would also need to be reimbursed at cost.

1. I undertake to keep all materials, documents and information provided to me confidential.
2. Force Majeure. I have no liability if I am unable to provide all or a part of a service because of circumstances beyond my reasonable control, such as war, strike, industrial disputes, riot, civil commotion, fire, accident, epidemic, or natural disaster.
3. These terms will be made available via the web site, [www.honestpsychology.com](http://www.honestpsychology.com/) Commissioning work will be taken to mean that these terms have been read and agreed to.

Sarah Cleaver MA Cpsychol AFBPsS

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