## **Terms and Conditions**

## 1. Cancellation of bookings by hiring company

The hiring company must to inform CoreTherapies of any changes to the massage schedule within 24 hours prior to the commencement of the massages. In the event that CoreTherapies does not receive the notice to change the required time for the massages, then CoreTherapies has the right to invoice the company as per the original time requested for the massages. In the event that the massages are scheduled for a Monday, then notice to cancel needs to be advised by close of business on the Thursday prior.

## 2. Cancellation of bookings by CoreTherapies

CoreTherapies must to inform the hiring company of any changes to the massage schedule within 24 hours prior to the commencement of the massages (such as a change of therapist or a cancellation). In the event of regular massages, when CoreTherapies cannot provide a replacement therapist for a scheduled massage day then the next massage day is free of charge for the company and the staff.

## 3. Payment

After the massage CoreTherapies will send through an invoice for payment. Please note in the event that our therapists have to bring equipment, any parking costs will be passed onto the company.

In the case where the hiring company pays an amount and the staff pay an amount (splitting the cost), any income that is lost through staff not turning up, forgetting their booking or no one is booked in for a time slot, these costs will be passed onto the hiring company. This is due to CoreTherapies having to pay the therapist for their time, regardless of who shows up.

Payment is due within 14 days of receiving an invoice.

If you have any questions or queries regarding this matter, please contact us on 0422 480 163

Best Wishes

Kathryn O'Riordan

CoreTherapies