BUSINESS ENGAGEMENT LEGAL PACK

Asera Consultancy | Asera Professional Development | Statement of Work | Data Processing

Version 2.0 | Effective 10 October 2026

ASERA CONSULTANCY INSIGHT. STRATEGY. DELIVERY.	ASERA PROFESSIONAL DEVELOPMENT PEOPLE. PURPOSE. PROGRESS.

Legal entity	Asera Group Ltd
Company number	17376205
Registered office	4th Floor Office, 205 Regent Street, London, England, W1B 4HB
Registered in	England and Wales
Contact	hello@aseragroup.co.uk

Controlled legal document

This pack is for business-client engagements. Direct consumer APD purchases are governed by the separate Asera Professional Development consumer terms.

Document control

Asera Group Ltd

Document owner	Nick Johnson - Group Managing Director
Version	2.0
Effective date	10 October 2026
Review cycle	At least annually and sooner if law, services, technology, suppliers, pricing or business structure materially changes
Scope	Business-to-business Asera Consultancy and Asera Professional Development corporate training/workshop engagements
Public contact	hello@aseragroup.co.uk

Legal status note: These documents are drafted for use under the law of England and Wales. They preserve mandatory statutory rights and liabilities that cannot lawfully be excluded or limited.

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BUSINESS ENGAGEMENT TERMS OF BUSINESS

Asera Group Ltd trading as Asera Consultancy and/or Asera Professional Development

These terms apply to business clients purchasing Asera Consultancy services, corporate APD training or workshops. They are not intended for a consumer purchasing APD learning wholly or mainly for personal purposes.

1. Definitions

Asera means Asera Group Ltd, including where it trades as Asera Consultancy or Asera Professional Development (APD). Client means the business or organisation identified in the Statement of Work. Engagement means the services described in the Statement of Work. Deliverables means outputs expressly identified as deliverables. Asera Materials means Asera's pre-existing or independently developed methodologies, frameworks, templates, tools, course materials, software, know-how and other intellectual property. Working Day means Monday to Friday excluding public and bank holidays in England.

2. Contract documents and order of priority

The contract consists of: (1) the signed or accepted Statement of Work / Training Booking Schedule; (2) these Terms; and (3) any expressly incorporated schedules. If documents conflict, the Statement of Work takes priority only where it clearly states that it varies these Terms. Client purchase-order terms or standard procurement terms do not amend the contract unless Asera expressly accepts the variation in writing.

3. Appointment and scope

The Client appoints Asera to provide the services stated in the Statement of Work. Asera will use reasonable care and skill and will perform the agreed scope using appropriately experienced resources.

Unless the Statement of Work expressly says otherwise, Asera acts as an independent adviser. Asera does not assume a director, statutory dutyholder, employer, line-management, project-management, compliance-owner or other executive/accountable role. The Client retains decision-making and implementation responsibility.

Work outside scope is not included merely because it is discussed. Material changes to scope, deliverables, timetable, assumptions or resources require written change agreement and may affect Fees.

4. Client responsibilities

- provide accurate and complete information reasonably required for the Engagement;
- provide timely access to relevant personnel, systems, records, premises and decisions;
- obtain internal permissions needed for the Engagement and identify any confidentiality restrictions;
- ensure Asera is informed of relevant site safety, security, access and induction requirements;
- review Deliverables and raise material factual concerns promptly; and
- remain responsible for decisions reserved to the Client unless the Statement of Work expressly delegates specific authority to Asera.

5. Reliance on client information

Unless independent verification is expressly within scope, Asera may rely on information provided by or on behalf of the Client. Asera is not responsible for consequences caused by materially inaccurate, incomplete or misleading information that it could not reasonably have identified within the agreed scope.

6. Site working and health and safety

For work at a Client or third-party site, the Client will provide relevant hazard, induction, emergency, access and security information. Asera may stop or decline activity where it reasonably believes conditions present an unacceptable safety, legal or security risk. The Client remains responsible for control of its premises, employees, equipment and operational decisions unless the Statement of Work expressly states otherwise.

7. Timetable and delays

Dates are target dates unless expressly identified as fixed contractual deadlines. Asera will take reasonable steps to meet agreed timescales but is not responsible for delay caused by Client delay, unavailable information, agreed scope changes, third parties or events outside reasonable control. Where Client delay materially disrupts reserved resources, Asera may reasonably revise the programme and recover agreed or demonstrable additional costs.

8. Fees, VAT and expenses

The Client will pay the Fees stated in the Statement of Work. Asera Group Ltd is not currently VAT registered. No VAT will be added to the quoted Fees. If Asera later becomes VAT registered, Asera will update its quotations, invoices and public/legal wording and will charge VAT only where legally required from the applicable effective date.

Reasonable travel, accommodation, venue, certification, examination or other third-party costs are payable where stated in the Statement of Work, pre-approved by the Client, or necessarily incurred within an agreed cost framework.

9. Invoices and payment

Unless the Statement of Work states otherwise, invoices are payable within 7 calendar days after the invoice date without deduction or set-off except where required by law.

For a standard fixed-fee Consultancy engagement, 50% is invoiced on acceptance and is payable within 7 calendar days. The booking is secured when that initial payment is received. The initial 50% is a payment on account and is not automatically a non-refundable deposit. The remaining 50% is invoiced on completion of the agreed work or delivery of the final agreed Deliverable, as stated in the Statement of Work, and is payable within 7 calendar days.

If the Client cancels the whole engagement after paying the initial 50%, Asera may retain amounts properly due for work already performed, authorised or non-recoverable third-party commitments, and any cancellation or reserved-time charge expressly stated in the Statement of Work. Any balance not properly due will be refunded after reconciliation. If those amounts exceed the payment already received, the Client remains liable for the difference.

Retainers are invoiced monthly in advance and are payable within 7 calendar days before the relevant service period. Unless the Statement of Work states otherwise, an initial retainer is agreed for a minimum 3-month period. After that initial minimum, it continues month-to-month rather than renewing for another fixed term, until either party gives at least 30 days' written notice. Reserved days and remote sessions expire at the end of the relevant monthly billing period and do not roll over unless expressly agreed. Any pause or suspension requires written agreement.

The Client must identify a genuine invoice dispute promptly and pay any undisputed amount by the due date. Asera reserves statutory rights relating to qualifying late commercial payments, including interest, fixed compensation and reasonable recovery costs where applicable. Asera may suspend further services on reasonable notice while a material undisputed invoice remains overdue.

10. Consultancy cancellation and reserved days

For a free one-hour Teams Initial Fit Check, Asera asks for at least 24 hours' notice to cancel or rearrange. No cancellation fee applies to the free session, but repeated non-attendance may result in Asera declining or delaying further complimentary bookings.

For a £75 in-person Initial Fit Check, at least 48 hours' notice is required to cancel or rearrange without losing the fee. With fewer than 48 hours' notice, or for a no-show, the £75 fee is retained and a new £75 fee is payable to rebook, unless Asera expressly waives the charge.

For paid Consultancy delivery days, the Client should give at least 5 Working Days' notice to cancel or reschedule reserved time. With more than 5 Working Days' notice, no charge applies for unperformed Asera time, although work already performed and authorised or non-recoverable third-party costs remain payable. With 5 or fewer Working Days' notice, work already performed and committed travel, accommodation or other non-recoverable third-party costs remain payable. No additional reserved-time charge applies unless it is expressly stated in the Statement of Work.

Asera will take reasonable steps to mitigate avoidable loss and may revise the programme where a cancellation or Client delay materially disrupts reserved resources.

11. Corporate training and workshop cancellation

For a corporate training or workshop booking, the Client must give at least seven Working Days' notice before the scheduled start to cancel or reschedule the reserved delivery time without a cancellation fee for that delivery time. Fees for work already performed and non-refundable third-party commitments remain payable. If fewer than seven Working Days' notice is given, the full reserved training/workshop delivery Fee is payable. Asera may agree one reschedule at its discretion, subject to availability and any third-party restrictions. The Client may normally substitute an eligible delegate before a workshop without a cancellation fee, provided Asera is told before the session and the substitution does not conflict with identity, certification or third-party provider rules.

12. Training delivery and delegates

The Client is responsible for ensuring delegates receive joining instructions, meet stated prerequisites and have appropriate equipment or venue access. Asera may remove a delegate whose conduct is unsafe, unlawful, discriminatory, abusive or materially disruptive. No Client or delegate may record a session without Asera's prior written consent and, where

applicable, the consent of participants.

13. Online course licences, learner capability and certification

Where the Client purchases or allocates a self-paced online course or qualification licence for immediate delivery to a delegate, the Client agrees that the licence fee is non-refundable once Asera has activated the licence, granted access or issued access credentials for that delegate, unless the Statement of Work or an identified third-party provider term expressly states otherwise. Attendance or purchase does not guarantee successful assessment, completion, certification, employment, regulatory approval or a particular business outcome. Where Asera has supplied the contracted Product as agreed, a delegate's inability to complete or achieve the required standard for reasons specific to that delegate does not, of itself, give rise to a right for the Client or delegate to a refund. Such reasons may include knowledge, aptitude, capability, assessment performance, level of study or preparation, failure to meet prerequisites, failure to submit required work, non-attendance, availability of time, or changes in employment or personal circumstances. Certificates are issued only where the applicable requirements are satisfied. Where a third-party provider, professional body or awarding organisation controls an assessment or certification decision, its rules apply to that decision. Asera will not describe a Product as regulated, accredited or endorsed unless the relevant status genuinely applies. This clause does not exclude a remedy that cannot lawfully be excluded, and does not apply where Asera has failed to supply the contracted Product, materially breached the contract or where different expressly incorporated third-party refund terms apply.

14. Confidentiality

Each party must keep the other party's confidential information confidential and use it only to perform the contract, exercise contractual rights, comply with law or obtain professional advice. Disclosure may be made to personnel, subcontractors, insurers and advisers who reasonably need the information and are subject to appropriate confidentiality obligations. Confidentiality does not apply to information that is lawfully public, already lawfully known without restriction, independently developed, or lawfully obtained from another source without a duty of confidence.

15. Data protection

Each party will comply with applicable data-protection law for personal information for which it is responsible. Where each party independently determines purposes and means, each acts as an independent controller. Where Asera processes personal information solely on the Client's documented instructions as a processor, the Data Processing Schedule in this pack applies when completed or incorporated by reference.

16. Intellectual property - general

The Client retains ownership of intellectual property it supplies to Asera and grants Asera the rights reasonably necessary to perform the Engagement. Asera retains ownership of Asera Materials, including methodologies, templates, models, frameworks, course content, assessment materials, software, know-how and generic improvements to its methods.

17. Consultancy deliverables

After full payment, the Client receives a perpetual, non-exclusive licence to use paid-for Deliverables for its own internal business purposes. The Client may circulate Deliverables internally but must not commercially resell, sublicense or publish proprietary Asera Materials, remove proprietary notices, or use Asera Materials to create a competing consultancy or training product without written permission. If a bespoke Deliverable is to be assigned to the Client, the Statement of Work must expressly identify the assigned item. Assignment of a bespoke item does not transfer underlying Asera Materials unless expressly stated.

18. Training materials

Training materials are licensed to the Client and registered delegates for internal learning use only. They may not be commercially reproduced, distributed outside the Client organisation, uploaded publicly, supplied to unrelated third parties, or used to build a competing course or assessment bank without written permission. Protected Asera training or assessment material must not be used to train, fine-tune or build a competing commercial AI or machine-learning dataset without written permission.

19. Third-party intellectual property

Third-party standards, professional-body materials, software, licences, trade marks and certification content remain the property of their respective owners. Asera grants no rights beyond those it is entitled to grant.

20. Professional judgement and no guaranteed outcome

Consultancy involves professional judgement based on the scope, information and circumstances available at the time. Unless expressly guaranteed in writing, estimates of savings, improvement, performance, compliance benefits, project outcomes or financial results are not guarantees.

Unless specifically within scope and appropriately qualified, Asera does not provide legal, tax, investment or other regulated professional advice.

IMPORTANT - AGGREGATE LIABILITY CAP: Subject to liabilities that cannot lawfully be limited, the default cap is the higher of £5,000 and the total Fees paid or payable for the Engagement. The separate acknowledgement in this pack is intended to make this allocation of risk prominent before acceptance.

21. Limitation of liability

Nothing in the contract excludes or limits liability for death or personal injury caused by negligence where such liability cannot lawfully be excluded, fraud or fraudulent misrepresentation, or any other liability that cannot lawfully be excluded or limited (Excluded Liabilities).

Subject to Excluded Liabilities and to the extent a monetary limit is permitted and reasonable under applicable law, Asera's total aggregate liability arising out of or in connection with the Engagement, whether in contract, tort (including negligence), misrepresentation, breach of statutory duty or otherwise, shall not exceed the higher of £5,000 and the total Fees paid or payable for that Engagement. All claims and causes of action connected with the Engagement are aggregated toward the same maximum.

Subject to applicable law, Asera is not liable for indirect or consequential loss, loss of anticipated profit, revenue, savings, business opportunity or goodwill, or loss caused by use of a Deliverable for a materially different purpose from that for which it was prepared.

The Client acknowledges that the Fees and risk allocation were agreed on the basis of this limitation, that the Client had the opportunity to consider it before acceptance, and that the Client may request a higher cap before entering the Engagement. Any higher cap is effective only if expressly agreed in the Statement of Work and may require different Fees, scope or insurance arrangements.

The existence or amount of Asera's insurance does not increase the contractual liability cap. The Client's obligation to pay Fees and authorised expenses is not limited by this clause.

22. Insurance

Asera will maintain insurance appropriate to the services it provides where reasonably available and commercially proportionate, together with any insurance required by law. Any Client requirement for a specific insurance type or limit must be agreed in the Statement of Work before the Engagement begins.

23. Subcontractors and associates

Asera may use appropriately selected subcontractors or specialist associates. Asera remains responsible to the Client for contracted services performed on its behalf unless the Statement of Work expressly identifies a third party as separately contracted by the Client.

24. Conflicts of interest

Asera may work for other organisations, including organisations in the same industry, provided it protects confidential information and appropriately manages any material conflict of interest.

25. Compliance and unlawful instructions

Each party will comply with law relevant to its performance. Asera may refuse or stop an instruction it reasonably believes would be unlawful, unsafe, fraudulent, in breach of sanctions or anti-bribery requirements, or outside an agreed professional scope.

26. Force majeure

Neither party is liable for delay or failure caused by circumstances beyond its reasonable control if it takes reasonable steps to reduce the impact and communicates where reasonably practicable. This does not excuse payment for services already properly supplied.

27. Termination

Either party may terminate immediately by written notice for a material breach that cannot be remedied, a remediable material breach not remedied within a reasonable written cure period, relevant insolvency, or unlawful conduct materially connected with the Engagement. On termination, Fees for work performed, authorised commitments and applicable cancellation charges remain payable. Clauses intended to survive, including confidentiality, intellectual property, data protection, payment, liability and governing law, continue.

28. Notices and electronic acceptance

Formal notices may be sent to the contacts stated in the Statement of Work unless a different method is expressly required. Electronic signatures, email acceptance and approved electronic acceptance workflows may be used to form the contract.

29. Assignment, third-party rights and relationship

The Client may not assign the contract without Asera's prior written consent, not to be unreasonably withheld where appropriate. Asera may assign the contract as part of a genuine corporate restructuring, sale or transfer of its business if this does not materially reduce the Client's rights. No person who is not a party has a right to enforce the contract unless expressly stated. Nothing creates a partnership, joint venture, employment relationship or general agency between the parties.

30. Entire agreement, severability and waiver

The contract documents constitute the agreement about the Engagement and supersede prior proposals and discussions relating to the same scope, except in the case of fraud or fraudulent misrepresentation. If a provision is invalid or unenforceable, the remainder continues so far as legally possible. Delay in exercising a right does not waive it.

31. Governing law and jurisdiction

The contract and non-contractual obligations arising from it are governed by the law of England and Wales. The courts of England and Wales have exclusive jurisdiction unless the Statement of Work expressly provides another agreed dispute mechanism.

STATEMENT OF WORK / TRAINING BOOKING SCHEDULE

Asera Group Ltd

Complete this schedule for each Engagement. It incorporates the Business Engagement Terms of Business.

Field	Details
Engagement reference	_____
Client legal name	_____
Client registered / principal address	_____
Client contact name and role	_____
Client email	_____
Asera contact	_____
Engagement type	[ ] Consultancy [ ] Corporate APD training/workshop [ ] Blended
Engagement title	_____
Start date	_____
Target completion / workshop date	_____

1. Background and objectives

_____

_____

2. Scope

_____

_____

3. Deliverables / training outputs

_____

_____

4. Exclusions

_____

_____

5. Client responsibilities / dependencies

_____

_____

6. Programme and milestones

Milestone / session	Target date / time	Location / delivery method

7. Fees and invoicing

Field	Details
Fee basis	[ ] Fixed fee [ ] Day rate [ ] Workshop rate [ ] Retainer [ ] Other

Field	Details
Fees	£_____ Asera Group Ltd is not currently VAT registered. No VAT will be added to the quoted Fees.
Invoice schedule	[ ] Standard fixed fee: 50% on acceptance / 50% on completion or final delivery [ ] Retainer: monthly in advance [ ] Other: _____
Payment term	7 calendar days unless varied here: _____
Expenses / third-party costs	_____

8. Data-protection role

[ ] Each party acts as an independent controller for its own processing. [ ] Asera will process personal data on the Client's documented instructions as a processor; the Data Processing Schedule is completed and applies. [ ] Other agreed role/arrangement: _____

9. Intellectual-property variation

Default Asera IP/licence terms apply unless a specific variation is written here:

_____

10. Special conditions / agreed variations

_____

_____

PROMINENT LIABILITY CAP ACKNOWLEDGEMENT

Asera Group Ltd

This acknowledgement is intentionally separate and prominent. It should be signed or electronically accepted with the Statement of Work.

MAXIMUM AGGREGATE LIABILITY - HIGHER OF £5,000 OR ENGAGEMENT FEES

Subject to liabilities which cannot lawfully be limited, and to the extent the monetary limit is permitted and reasonable under applicable law, Asera Group Ltd's total aggregate liability arising from or in connection with the Engagement is limited to the higher of £5,000 and the total Fees paid or payable for that Engagement. The limit applies across all claims in aggregate and is not a separate cap per claim.

Client acknowledgement

By signing below, the Client confirms that it has read and understood the limitation-of-liability clause in the Business Engagement Terms, has had the opportunity to consider the allocation of risk before entering the Engagement, and expressly accepts the default aggregate liability cap subject to the stated legal exceptions. The Client also acknowledges that it may request a higher cap before entering the Engagement and that any higher cap must be expressly agreed in writing and may affect Fees, scope or insurance arrangements.

Field	Details
Client legal name	_____
Authorised signatory	_____
Role / authority	_____
Signature	_____
Date	_____

ASERA PROFESSIONAL DEVELOPMENT
CORPORATE TRAINING & WORKSHOP SCHEDULE

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Use this schedule where the Engagement includes a live corporate training or workshop service. APD operational contact: apd@aseragroup.co.uk.

Field	Details
Programme / workshop title	_____
Delivery format	[ ] Online live [ ] Client site [ ] Third-party venue [ ] Blended
Workshop date(s)	_____
Start / finish time	_____
Venue / platform	_____
Number of delegates	_____
Prerequisites / eligibility	_____
Materials included	_____
Assessment / certificate included	_____
Third-party provider involved	_____
Accessibility / adjustment arrangements	_____

Cancellation rule

The Client must give at least seven Working Days' notice before the scheduled start to cancel or reschedule reserved delivery time without a cancellation fee for that delivery time. Work already performed and non-refundable third-party commitments remain payable. Fewer than seven Working Days' notice means the full reserved workshop delivery Fee is payable, subject to any written variation in the Statement of Work.

Delegate list (if required)

Delegate name	Email / identifier	Notes / adjustments

DATA PROCESSING SCHEDULE

Asera Group Ltd

This schedule applies only where the Statement of Work identifies Asera as processing personal data solely on the Client's documented instructions as a processor.

1. Processing particulars

Required detail	Engagement-specific description
Subject matter	_____
Duration	_____
Nature and purpose	_____
Types of personal data	_____
Categories of data subjects	_____
Controller rights / instructions	As set out in the Statement of Work and documented written instructions issued consistently with the contract

2. Documented instructions

Asera will process personal data only on the Client's documented instructions, including in relation to international transfers, unless Asera is required by UK law to process otherwise. Where legally permitted, Asera will inform the Client before processing required by law.

3. Confidentiality

Asera will ensure that persons authorised to process the personal data are subject to an appropriate duty of confidentiality.

4. Security

Taking account of the nature of the processing, available technology, cost and risk, Asera will implement appropriate technical and organisational measures designed to protect personal data. Measures may include access controls, authentication, encryption or protected transmission where appropriate, secure cloud services, backups, patching, logging, minimisation and incident response.

5. Sub-processors

The Client gives general authorisation for Asera to use sub-processors reasonably necessary to provide the Engagement, subject to Asera imposing equivalent Article 28 data-protection obligations where required. Asera will make information about material sub-processors available on reasonable request and, where required by applicable law or the agreed processing arrangement, give reasonable notice of an intended material change so the Client can raise a legitimate data-protection objection.

6. Data-subject rights

Taking account of the nature of processing, Asera will provide reasonable assistance to help the Client respond to requests by individuals to exercise data-protection rights where the relevant information is processed by Asera on the Client's behalf.

7. Security incidents, DPIAs and regulatory assistance

Asera will notify the Client without undue delay after becoming aware of a personal-data breach affecting Client personal data processed under this schedule and will provide information reasonably available to support the Client's legal assessment and notification duties. Taking account of the processing and information available, Asera will provide reasonable assistance with security obligations, data-protection impact assessments and prior consultation obligations where applicable.

8. Return and deletion

At the end of the processing services, Asera will, at the Client's choice and subject to reasonable technical limitations, return or delete personal data processed solely on the Client's behalf and delete remaining copies, unless UK law requires retention. Routine backup copies may persist until overwritten under normal secure backup cycles.

9. Audit and information

Asera will make available information reasonably necessary to demonstrate compliance with the processor obligations applicable to this schedule and will allow reasonable audits or inspections by the Client or an appointed auditor, subject to appropriate confidentiality, security, scope, timing and cost arrangements and without compromising other customers' information.

10. International transfers

Asera will not initiate a restricted transfer of Client personal data without an appropriate lawful transfer mechanism or safeguard where one is required.

CONFIDENTIALITY & INTELLECTUAL PROPERTY SCHEDULE

Asera Group Ltd

This schedule summarises the default ownership and use position for client engagements.

Asset / information	Default owner	Client right
Client source materials and Client confidential information	Client / relevant third party	Asera may use only as reasonably necessary for the Engagement
Asera pre-existing methodologies, templates, tools and know-how	Asera Group Ltd	No ownership transfer; use only as incorporated in licensed Deliverables
Asera training/course materials and assessment content	Asera Group Ltd / relevant licensor	Internal learning licence for authorised delegates only
Bespoke Consultancy Deliverables	Asera Group Ltd unless the SOW expressly assigns a named item	Perpetual non-exclusive internal-use licence after full payment
Third-party standards, software or certification materials	Relevant third party	Only the rights provided by the applicable licence/provider
Client-specific confidential facts contained in a Deliverable	Client / relevant source	Asera remains bound by confidentiality; no general publication right

Case studies and publicity

Asera will not identify the Client in a public case study, testimonial or logo use without appropriate permission. Asera may use non-identifying general learning, know-how and process improvements derived from experience provided it does not disclose Client confidential information or personal data.

Source files and software

Where source files, editable design files, source code or other production assets are Deliverables, the Statement of Work should expressly identify them. Paying for a finished output does not by itself transfer source files, background software, development tools or Asera methodologies.

Protected training and assessment material

Protected Asera course, assessment or proprietary methodology material must not be uploaded to an external AI system for the purpose of reproducing, extracting or building a competing commercial course, assessment bank, consultancy framework or dataset without Asera's written permission.

CLIENT ACCEPTANCE & SIGNATURE PAGE

Asera Group Ltd

Signing this page confirms acceptance of the Statement of Work, Business Engagement Terms and incorporated schedules for the identified Engagement. Electronic signature or an approved electronic acceptance workflow may be used instead.

Field	Details
Engagement reference	_____
Client legal name	_____
Client authorised signatory	_____
Role	_____
Signature	_____
Date	_____
For Asera Group Ltd	_____
Asera signatory role	_____
Signature	_____
Date	_____

EXPRESS LIABILITY ACKNOWLEDGEMENT

By signing, the Client also expressly confirms acceptance of the aggregate liability cap stated in the Business Engagement Terms and Prominent Liability Cap Acknowledgement: the higher of £5,000 and the total Fees paid or payable for the Engagement, subject to liabilities that cannot lawfully be limited and to the extent the monetary limit is permitted and reasonable under applicable law.

Contract documents incorporated

[ ] Statement of Work / Training Booking Schedule

[ ] Business Engagement Terms of Business

[ ] Prominent Liability Cap Acknowledgement

[ ] Corporate Training & Workshop Schedule (if applicable)

[ ] Data Processing Schedule (if applicable)

[ ] Any expressly listed annexes or variations

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