

Talks, masterclasses and workshops

How we work with you

Sarah Fox, 500 Words Ltd

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After you contact us

We will send you a proposal setting out:

- ♥ How you have asked us to help you
- ♥ A record of our title, your event details, venue, dates, timings and other key information about the event including your aims
- ♥ A fixed price for our involvement and an outline of expected expenses
- ♥ What you can expect from us/how we will work together
- ♥ Your added protections
- ♥ What other clients think of working with us

What To Expect

What You Can Expect from Us

- ♥ We will carry out the services outlined in our proposal.
- ♥ We will do our best to meet your requirements and will advise you if we consider any of them are unreasonable or unattainable.
- ♥ We will provide comprehensive workbooks which you will print.
- ♥ We will act professionally, with honesty and integrity.
- ♥ We will not provide any legal advice during the event.
- ♥ We will handle your data lawfully, fairly and transparently.

What We Expect from You

- ♥ You will pay the fee outlined in our proposal (plus vat):
 - ♥ Half within 14 days of your acceptance
 - ♥ The rest (and any expenses we incur) within 14 days of the event.
- ♥ You will reply to requests for information quickly.
- ♥ You will let us know immediately if:
 - ♥ You think we may be missing relevant information
 - ♥ You want to change any element of this proposal or no longer wish to continue.
- ♥ You will act professionally.
- ♥ You will colour print materials for the event and organise the venue and all delegate refreshments.

Sharing Information

- ♥ You will us to publicise our involvement in your event as we are proud of working with you.
- ♥ You may not take, share or copy any presentation, audio, stills or video recordings of the event , or event materials without our consent. You may not store our presentation or event materials on an intranet or database without our consent. You may share quotes and stills on social media provided you also include our social media links.
- ♥ Copyright in any presentations or event materials belongs to 500 Words Ltd.
- ♥ Copyright in those photographs or recordings belongs to 500 Words Ltd and you will provide us with a copy of any photographs and recordings for our use.
- ♥ We will both keep information provided during this project confidential, unless we need to use it for the event, it is public or we are required by law to disclose it. We will sign this [mutual non-disclosure agreement](#) terms if you need.
- ♥ We will take your data seriously. Our [privacy notice](#) explains how we will store, control and process any data you share with us as part of working with you: please read/sign it.

Changing Dates

- ♥ In the event of cancellation by you, provided at least one weeks' notice is given, you will pay all expenses incurred and 50% of the agree fee. Where the cancellation is given less than one week before the event, you will pay all expenses and the full fee.
- ♥ If we jointly can agree a suitable alternative date for your event or a similar event, then we may discount these cancellation fees.
- ♥ If, for reasons beyond our control, your speaker or facilitator is unable to speak at your event, we will reimburse any fees or expenses paid or incurred and will work with you to agree a suitable future date for them to deliver the services. We may propose experienced replacement speakers or facilitators, which you may choose whether or not to accept.
- ♥ Except as set out above, we are liable to you for any loss or damage resulting from the changing the date or content of the event.

Satisfying Your Needs

- ♥ We will have up to 3 scoping discussions to ensure the event meets your needs and the aims of any wider event or programme.
- ♥ We are not liable to you for any loss or damage resulting from any actions taken by delegates after the event.
- ♥ Our liability for your other losses is limited to ten times the fees you paid, except losses relating to death, personal injury or fraud which are unlimited. We have professional indemnity insurance to cover breaches of our professional standards of care.
- ♥ In the unlikely event that you are not entirely satisfied, please let us know in writing and give us the opportunity to repeat the event to meet your needs. We will refund your fees in full.
- ♥ If there is a dispute, we will try to resolve it amicably. If not the courts of England can hear our dispute and enforce any award.

Who We Are



Sarah Fox, director of 500 Words Ltd, is a specialist in helping companies write simpler contracts to build trust.

We draw on Sarah's 20 years' experience as a construction solicitor, the issues we've seen in countless training workshops, and her experience in creating a series of 500-word contracts, to help you create T&C that really work for you, or provide a pragmatic review of contracts that you are sent.

A handwritten signature in purple ink that reads "Sarah".



What People Say About Us



Su Butcher

I help construction product companies sell to architects. See summary for contact details and before you connect please

May 28, 2018, Sarah worked with Su in the same group

Saw Sarah present to an audience of construction and digital professionals at the COMIT conference last week and she woke the crowd up! It isn't often that a lawyer can make an audience understand complex issues and be entertained at the same time; the audience response was enthusiastic and people were talking about her as the speaker they remembered. I believe Sarah will be instrumental in helping reform construction contract law for the better - not only because she has a clear, comprehensive grasp of the issues but also because she can make anyone grasp them too. Book her now to give your event long term impact.



Duncan Rudall FIDE

Immediate Past President of The Institute of Demolition Engineers. Director - Demolition Consultant, Tester & Trainer. All round Demolition addict

October 3, 2017, Sarah worked with Duncan in the same group

I had the pleasure of hearing Sarah give a presentation to us at The Institute of Demolition Engineers. Very well presented and very informative presentation of an important but confusing subject delivered in a manner that was clear and enjoyable.

Duncan Rudall FIDE, TechIOSH

Immediate Past President The Institute of Demolition Engineers

What People Say About Us



Frances Gordon

Communication and content strategist; plain-language expert; focus on financial services organisations

Sarah's presentation to Clarity was excellent, as was the authoritative way she answered the many questions that followed. What Sarah is doing with the 500-word contract is inspiring.



Simon Raybould

Speaker, author, specialist trainer for presentations and public speaking. My last book hit the top 10 bestsellers list

May 6, 2017, Sarah was a client of Simon's

I've seen Sarah speak a couple of times now, and both times it was great. She's a very handy mix of entertaining *and* useful.

Law doesn't have to be tedious - as Sarah shows! What's more, it's not gimmick-based, it not emotional self-indulgence... it's just good content with good delivery...

After the event, if you are entirely satisfied, please provide testimonials and allow us to use your logo in our marketing materials.

