



# Terms and Conditions

We highly recommend you read the following terms and conditions, to ensure you are fully aware of the process for cancellations and invoicing.

- A Site Champion will be appointed at each site and be the contact person between the client and HealthVax
- Confirmation of your numbers must be provided to HealthVax seven (7) days prior to your booking
- You may be able to cancel your booking without charge up to seven (7) days prior to your booked session
- For bookings that are cancelled less than seven (7) days prior to the booking date the client will be charged the full vaccination fee of the confirmed numbers already provided to HealthVax. If the booking is rescheduled to a day and time mutually convenient to both the client and HealthVax there will be no additional charge
- A minimum booking of 20 vaccinations is required. You may have less people vaccinated but the minimum charge will be for 20 vaccinations unless otherwise agreed to by the HealthVax Coordinator
- Due to State legislation vaccines cannot be left on site for administration by an employee's General Practitioner. They MUST be administered by one of our HealthVax Nurse Immunisers during the booked clinic
- Consent forms and Vaccine information must be distributed to employees prior to the vaccination session by the site champion
- Consent forms must be already signed and brought to the clinic by the employees wanting vaccination
- If your attendance drops on the day, please note that you will still be invoiced for the number of participants you confirm seven (7) days prior to the clinic. This will apply in all cases, unless a vaccination is not given at the HealthVax Nurse Immunisers discretion. For example if someone is deemed at risk or who has been identified as being contraindicated to have the vaccines administered on that day
- You will be invoiced within 30 days of your vaccination session/clinic
- Terms on the invoice will be strictly 30 days