
INVOICE & PAYMENT TERMS

To ensure transparency and a smooth working relationship, the following terms apply to all invoicing and payment transactions with Vincere Consulting.

Invoicing

Invoices are issued upon:

- Acceptance of a proposal and/or signed Service Agreement.
- Completion of agreed project milestones.
- Delivery of training or consulting services, as applicable.

Invoices will be sent via email in PDF format from: vincereseey@outlook.com

Each invoice will include:

- Project or service reference
- Description of services delivered
- Amount due (in SCR or other agreed currency)
- Payment due date and method

Payment Terms

Standard payment terms:

Payment is due within 14 business days from the invoice date, unless otherwise agreed in writing.

Late payments:

A late payment fee of 5% per month may apply to outstanding balances beyond the due date.

INVOICE & PAYMENT TERMS

Advance payments:

Depending on the nature of the projects or training services, a deposit of 30–50% may be required before commencement.

Accepted payment methods:

Unless otherwise agreed all payments shall be made by Bank transfers (details provided on invoice)

All payments must be made in full without any deduction, withholding, or set-off.

Currency

Default currency is Seychelles Rupees (SCR) for local clients.

For regional or international clients, payments may be accepted in USD, EUR, or GBP based on prior agreement.

Cancellations & Refunds

Services cancelled by the client less than 48 hours before the scheduled start may be subject to a cancellation fee of up to 25% of the quoted fee.

Refunds (where applicable) are processed within 10 working days of a confirmed cancellation, less any applicable fees.

No refunds will be issued after services have been fully rendered.

Disputes

If you have a question or dispute regarding an invoice, please contact us within five (5) business days of receipt at vinceresey@outlook.com. We will work promptly to resolve any issues.