
PETROPHYSICS Pty Ltd, Perth, Western Australia
Please see <http://www.petrophysics.net/training/in-house-course/>

Please complete, sign, scan and email to mark@petrophysics.net
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-- Intellectual Property --

PERMANENT FILE DELETE & COMMITMENT TO PROCEED

This document must be completed in full by the Head of Department or other responsible person or the course cannot proceed. It will be printed and held on file at PPL offices in Perth, Australia.

Company (Client) _____
Address _____
Country _____

The Company, it's employee's and associated persons shall not send, copy, archive, or in any way store any electronic copies of any part of M. Deakin's petrophysics course notes and shall PERMANENTLY DELETE ALL ELECTRONIC COPIES, including the email, website URL or FTP site address from which they were obtained, on or before the third day of the course.

Video recordings of course lectures or seminars shall not be made.

Signature indicates a commitment to proceed with the course by both parties.

I have the authority necessary to fulfil the terms of this agreement

Signature _____
Name _____
Job Title _____
Date _____
Department _____
Tel (country code) _____
Email (clear) _____

Violations of this agreement by individuals or companies will be pursued.

Standard Terms

- Fee for up to 8 participants per course 15,000 USD (5days) or 12,000 USD (3days)
- Fee per participant* over 8 1,500 USD (5days) or 1,200 USD (3days)
- Fees include one Manual per participant and each course's MS Excel Petrophysical Toolbox.

Process

1. Client signs and returns the [Permanent File Delete Agreement](#) 30 days prior to the agreed course date. This indicates a commitment to proceed with the course by both parties and agreement to the published terms herein.
2. The course original source files (A4 only) and copying instructions are downloaded from Google Drive or Dropbox 7 days prior to the course for reproduction by client. Copyright applies: Client agrees that copies for course participants only will be produced plus two for instructor and that all course files will be permanently deleted on or before the 3rd day of the course.
3. Cancellation in writing without penalty is possible up to 30 days before the course start date. If Client elects to cancel the course less than 30 days before course start date and after the Permanent File Delete Agreement is returned then a) Client shall immediately delete all original source files and copies and b) Client shall immediately pay a 5,000 USD cancellation fee plus any travel costs already incurred by Instructor. This condition is necessary to reduce the inconvenience and financial loss caused by last minute cancellations.
4. Client arranges and pays up to 8 nights hotel accommodation per course. Please inform agent:
 - room, breakfast, internet, laundry and business centre are **Direct Billed** to Company** not paid by Instructor
 - **room to good business class standard** (5 star or equivalent, central area, no airport hotels)
 - late check-in guaranteed
 - non-smoking room with one double bed
 - one meal per day
 - laundry
 - 24hr internet access
 - business centre expenses (for course items e.g. attendance sheets, cards montage etc)Any additional items to the above will be paid by Instructor
5. Standard business class air travel between Perth and the work location shall be arranged and paid for directly by Company. Alternatively, a Fixed Lump Sum based on the equivalent direct travel costs between Perth and the work location shall be invoiced and paid to Consultant without receipts. For the avoidance of doubt Fixed Lump Sum amounts are paid without receipts
6. Client approves and signs Invoice on the third day of the course (usually Wednesday) for payment by Electronic Funds Transfer within 15 days. Client confirms that no unauthorised paper or electronic copies of course materials have been retained.
7. . Invoiced amounts are net received at bank and are free and clear of any and all deductions including but not limited to local taxes, withholding taxes, GST, VAT, agency fees, retention fees, government restrictions, sanctions, any 3rd party costs or fees etc, etc. Payments are made by telex transfer. Cheques are not accepted..
8. Meeting room facilities, audio-visuals, lunch and refreshments are provided by client, see [lecture setup.pdf](#). One laptop computer with MExcel between one or two students is required. Student's laptops should not be connected to the internet. Instructor's laptop should be connected to internet to reference papers, tool videos, cloud data etc.
9. Course dates as mutually agreeable.

Client: Signatory of Permanent File Delete Agreement

*Participant: Anyone who attends the course for a day or more OR receives a manual.

Direct Billed: Client arranges and pays for accommodation directly. **Instructor does not pay for Hotel for later re-imburement.

END

SUBJECT: INTELLECTUAL PROPERTY

PETROPHYSICS Pty Ltd training courses have been developed, maintained and presented by Mark Deakin since January 1990. These courses represent a PhD in petrophysics, over 25 years experience as a technical expert, continual research in petrophysics and a total of approximately eight man-years developing, writing and maintaining these courses.

Free copying of these courses results in countless persons obtaining free copies of the information with no benefit to the author. The Terms & Conditions and Process which embody this policy are published at www.petrophysics.net/inhouse.htm. This page is the first point of contact for those interested in hosting courses and has been published and available for scrutiny since reproduction from electronic files was first introduced in 2004.

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Certain electronic files are distributed to all students by the author during the course.

Dr Mark Deakin,
PETROPHYSICS Pty Ltd.