
PETROPHYSICS Pty Ltd, Perth, Western Australia
See <https://petrophysics.net/training/in-house/>

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

-- Intellectual Property --

PERMANENT FILE DELETE & COMMITMENT TO PROCEED

This document must be completed by a client company manager before the course can proceed. It will be printed and held at PPL offices in Perth, Australia. This agreement is governed by the laws of Western 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, paper or other copies of any part of M. Deakin's petrophysics course materials 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 second day of the course.

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

Your signature indicates a commitment to proceed with the course(s) by both parties as set out at petrophysics.net/training/in-house/ and subsequent emails. The signatory of this agreement must be the Head of Department or other suitably responsible person in a managerial role for the course to proceed.

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

Violations of this agreement will be pursued

Please note : Participants should bring a laptop computer with MS Excel

<https://petrophysics.net>

Please see official published reference at <https://www.petrophysics.net/training/in-house/>

Standard Terms

- Fee for up to 8 participants per course 12,000 USD (5days) or 10,000 USD (3days)
- Fee per participant* over 8 1,200 USD (5days) or 1,000 USD (3days)
- Fees include one Manual per participant, each course's MS Excel Petrophysical Toolbox and online access to updated published materials.

Process..

1. Client signs and returns the Permanent File Delete & Commitment to Proceed 30 days prior to the agreed course date. This indicates a commitment to proceed with the course(s) by both parties and agreement to the published terms herein.
2. Protected, view only, updated course manuals are available online to course participants for a period of three years from the course start date.
3. The course original source files (A4 only) and copying instructions are downloaded from Google Drive or Dropbox 7-14 days prior to the course for reproduction by client. Copyright applies: Client agrees that copies for course participants only will be produced plus one spare and one for instructor and that all course files will be permanently deleted before the 2nd day of the course.
4. Cancellation in writing without penalty is possible up to 30 days before the course(s) start date. If the Client elects to cancel the course(s) after 30 days before the course start date OR after the Permanent File Delete Agreement has been returned the Client agrees to immediately permanently delete all original source files and copies and to pay a 5,000 USD cancellation fee per course plus the Fixed Lump Sum or other travel costs incurred by Instructor. If the Client elects to cancel the course(s) at any time after 48 hours before the course start time the full agreed course fees and expenses shall immediately become due and payable. This condition is necessary to reduce the inconvenience and significant financial loss caused by last minute cancellations.
5. Client arranges and pays up to 8 nights hotel accommodation per 5 day course or 5 nights per 3 day 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/king bed
 - one meal per day
 - laundry
 - 24hr high speed internet access
 - business centre expenses are for course attendance sheets, cards montage etcAny additional items to the above will be paid by Instructor
6. 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 invoiced and paid without receipts
7. Client approves and signs Invoice on the second day of the course (usually Tuesday) for payment by Electronic Funds Transfer within 15 days and provides a copy of the signed invoice to Instructor before the third day of the course commences. Client confirms that all files have been permanently deleted and that no unauthorized paper or electronic copies of course materials have been retained.
8. 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.
9. Meeting room facilities, audio-visuals, lunch and refreshments are provided by client, see [lecture_setup.pdf](#). One laptop computer with MSExcel 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 backups etc.
10. Course dates as mutually agreeable.
Client: Signatory of Permanent File Delete Agreement

*Participant: Anyone who attends the course for one 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, 30+ years' experience as a technical expert, continual research in petrophysics and approximately eight man-years developing, writing and maintaining these courses.

The supplied electronic versions of manuals are created to expedite the production of paper copies only and serve no other purpose whatsoever. A written agreement to permanently delete all electronic copies is a prerequisite for manual reproduction and is intended to preserve Intellectual Property. The Permanent File Delete signed agreement has been returned by **every company in receipt of electronic files without exception**, from small consulting companies to large multi-national repeat customers. The signed originals are held on file at PETROPHYSICS Pty Ltd offices, Perth, Australia.

Certain electronic files are distributed to all students by the author during the course. Protected, encrypted, view only, updated course manuals are available online to course participants for a period of 3 years from the course start date via the email furnished by that user during the course, plus additional passwords.

Dr Mark Deakin,
PETROPHYSICS Pty Ltd