



## Dynamic Works Purchase Policy

1. Submission of this order, in any format, constitutes an agreement and acceptance by the purchaser that all information is complete and correct, and guarantees payment in full to Dynamic Works Institute, according to the prices listed.
2. Payment is due upon receipt.
3. To be processed, orders must be accompanied by either a *signed* purchase order or a valid credit card number. (Call us for credit card processing.)
4. Courses can be transferred to other learners in your organization if:
  - a. The transfer is made within 6 months of the original order
  - b. The student has not taken any courses
  - c. The student shows no online activity
5. Once a student has begun using the courses, transfers or substitutions cannot be made.
6. Unassigned courses/training packages or those available for transfer from another student will remain available for assignment until assigned to another student. The purchasing organization retains "store credit" and may select alternative products until the credit funds are depleted.