

commonpurpose

Invoice

Please make cheques payable to Common Purpose UK and return to the address above.

<b>Invoice to</b>	Clare Hardy Policy & Communications Officer East of England Regional Assembly Flempton House Flempton Bury St Edmunds IP28 6EG	<b>Invoice number</b>	B X 0021		
		<b>Invoice date/ tax point</b>	16 <sup>th</sup> Dec 2003		
		<b>Our reference</b>	AA/2004		
<b>Quantity</b>	<b>Description</b>	<b>Price</b>	<b>VAT %</b>	<b>VAT</b>	
1	Fee for Clare Hardy to attend Common Purpose in Suffolk Matrix programme 2004	3,850	17.50	673.75	
	<b>Sub total</b>	3,850		673.75	
			<b>Amount due</b>	4,523.75	

VAT registration no. 719 1006 60

Terms: Please remit within 14 days. Tuition fees must be remitted prior to the commencement of the programme.

If paying by BACS  
Bank Name  
National Westminster Bank Plc  
Sort Code  
60-40-02  
Address  
PO Box No 4NU, 1 Cavendish Square  
London W1A 4NU  
Bank Account Name  
Common Purpose UK  
Account Number  
58869441

Payment Terms

- Attendance on a Common Purpose programme is conditional on receipt in full of the tuition fee by Common Purpose prior to the two-day residential workshop at the start of the programme. (This condition also applies in the case of a part fee agreed for a participant who has demonstrated a clear need for financial assistance.)

Chq  
009939

Cancellation and Refunds

Notice of cancellation must be received in writing by post or by fax and is subject to the following terms:

- where notice of cancellation is received 21 days or fewer prior to the first day of the residential workshop, the payer will be liable for 100% of the programme fee
- where notice of cancellation is received more than 21 days but fewer than 42 days prior to the first day of the residential workshop, the payer will be liable for 50% of the programme fee
- where notice of cancellation is received 42 days or more prior to the first day of the residential workshop, the payer will receive a full refund
- no refund of fees will be made for absence due to illness or for withdrawal from the programme for any reason.

