

5105677093

Common Purpose, C/O DCSF, Room E408, Moorfoot, Sheffield, S1 4PQ
tel: 0114 259 3066 fax: 0114 259 3075 email: southyorkshire@commonpurpose.org.uk
Payments & remittances to: Finance Department, Common Purpose, Discovery House, 28-42 Banner Street, London, EC1Y 8QE
Finance fax: 020 7336 6844 Finance email: Finance-BACS@Commonpurpose.org.uk

commonpurpose
www.commonpurpose.org.uk



Invoice

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

Invoice to		Invoice number	
Barnsley MBC Finance and Property Directorate Business Support Services PO Box 522 Barnsley S70 9AU		B U 0254	
		Invoice date/ tax point	
		16 December 2009	
		Our reference	
		1	

Quantity	Description	Price	VAT %	VAT
1	Fee for Jane Fisher to attend Common Purpose South Yorkshire Focus 2010 Purchase order number: 3000143102	£2625.00	15.00	£393.75
Sub total		£2625.00		£393.75
		Amount due		£3018.75

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 start of the programme or event. (This condition also applies in the case of a part fee agreed for a participant who has demonstrated a clear need for financial assistance.)

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 fewer than 30 days prior to the start of the programme, the payer will be liable for 100% of the programme fee
- where notice of cancellation is received between 30 and 56 days prior to the start of the programme, the payer will be liable for 50% of the programme fee
- where notice of cancellation is received more than 56 days prior to the start of the programme, Common Purpose will make a full refund of the fee paid
- no refund of fees will be made for absence due to illness or for withdrawal from the programme for any reason.

Common Purpose UK, Company Limited by Guaranteed, Registered Office (only) 35 St. Thomas Street, London SE1 9SN
Registered in England 3556983, Registered Charity 1023384

Please detach this slip and return it with your cheque.

Remittance Advice

I attach cheque no. for the sum of made payable to Common Purpose UK.

Name of paying organisation **Invoice number** B U 0254

Date **Our reference**