

10/8

Common Purpose, c/o DfES, E933, Moorfoot, Sheffield, S1 4PQ ✓
tel: 0114 259 3066 fax: 0114 259 3075 email: julia.fell@commonpurpose.org.uk
www.commonpurpose.org.uk



Invoice

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

Invoice to		Invoice number	
National School of Government Albert Day 2 Sunningdale Park Larch Ave Ascot Berks SL5 0QE ✓		B U 0067	
		Invoice date/ tax point	
		27 July 2006	
		Our reference	
		UKDD - Leaders UK	

Quantity	Description	Price	VAT %	VAT
1	Time spent to date on consultancy to Leaders UK programme - 2.6 days @ £500 (inc VAT) and 244 miles @ .26p (no VAT) ✓	1363.44 ✓	17.5	227.50 ✓
Sub total		1363.44 ✓		1590.94 ✓
		Amount due		

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

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 0067

Date **Our reference**

Common Purpose, c/o DfES, Room W924, Moorfoot, Sheffield, S1 4PQ
tel: 0114 259 3066 fax: 0114 259 3075 email: julia.fell@commonpurpose.org.uk
www.commonpurpose.org.uk



Invoice

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

Invoice to	CMPS Albert Day National School of Government Sunningdale Park Larch Avenue ASCOT SL5 0QE	<i>MH 20/1/05</i>	Invoice number	B U 0032	
			Invoice date/ tax point	19 July 2005	
			Our reference	UK Projects Director/CMPS	
Quantity	Description	Price	VAT %	VAT	
1	Fee for UK Projects Director to carry out the research and design work for bespoke learning and development opportunity for Senior Civil Service leaders in accordance with the agreement dated 20 December 2004	£1,500.00	17.50	£262.50	
	Sub total	£1500.00		£262.50	
			Amount due	£1,762.50	
VAT registration no. 719 1006 60					

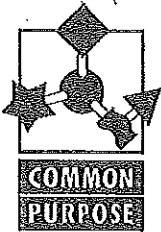
Terms: Please remit within 14 days. Tuition fees must be remitted prior to the commencement of the programme.

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

Common Purpose UK, Company Limited by Guaranteed, Registered Office (only) 35 St. Thomas Street, London SE1 9SN
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Please detach this slip and return it with your cheque.

Remittance Advice				
I attach cheque no.	<input type="text"/>	for the sum of	<input type="text"/>	made payable to Common Purpose UK.
Name of paying organisation	<input type="text"/>	Invoice number	B U 0032	
Date	<input type="text"/>	Our reference	<input type="text"/>	



Common Purpose, Discovery House, 28 - 42 Banner Street, London EC1Y 8QE
 tel: 0207 608 8123 fax: 020 7336 6844 email: julia.middleton@commonpurpose.org.uk
 www.commonpurpose.org.uk

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

Invoice to: Leigh Deller-Smith CMPS Civil Service College Directorate Room AD2-08 Sunningdale Park Larch Avenue Ascot, Berks SL5 0QE		Invoice no. 9695		
		Invoice date/Tax point 30 th July 2002		
		Our ref: JMSpeak		
Quantity	Description	Price	VAT%	VAT
1	Donation for Common Purpose. VAT is not applicable as this donation is outside the scope of VAT regulations	1,000		0.00
VAT Registration no. 719 1006 60 Registered charity no. 102 3384		E&OE		Sub Total 1,000
		Amount Due		0.00 £1,000

Terms: Please remit within 14 days.
 Payment of fees due before the programme commencement date.

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 in the case of 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 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 nor for withdrawal from the Programme for any reason.



Common Purpose UK
UK Office Common Purpose
Discovery House
28-42 Banner Street
London
EC1Y 8QE

Sunningdale Park
Larch Avenue
Ascot
Berkshire
SL5 0QE

30/08/2002

Dear

Our Reference : 404377
Course Start Date: Non Specific
Course Location :
Course Code : PSLN
Course Title : Public Service Leaders Scheme
Network Learning Event

I would like to invite you to work on the above course. The total fee payable for the course is £1,000.00, exclusive of VAT.

+

Date of delivery 30/08/2002 1.00 Sessions/days/weeks,

Travel expenses - We will refund reasonable travelling expenses. Public transport fares will be refunded at standard class fare rates (proof of travel will be required) and, for visitors travelling by car, a mileage allowance (currently 26p per mile exclusive of VAT) is payable. Taxi fares will not be refunded.

You should claim your fee by sending an invoice to myself, the course administrator. The invoice should be sent within one month of completing the work, quoting our reference.

Please see the attached contract terms and conditions to which this letter refers. I would be grateful if you would sign the enclosed copy to acknowledge receipt of this letter and the attachment, and your agreement to the contract terms and return it to me as soon as possible.

If you require accommodation at our residential centre, Sunningdale, or have any other requirements (within your contract price), please return the enclosed form as soon as possible.

Please do not hesitate to contact me if you have any queries.

Yours sincerely,

Shaun Carter - CWOP