



# Invoice

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

|  |  |                                    |  |
|--|--|------------------------------------|--|
| <b>Invoice to</b>  |  | <b>Invoice number</b>              |  |
| Michael Read<br>Brent Council<br>Environment & Culture<br>349-357 High Road<br>Wembley<br>Middlesex<br>HA9 6BZ |  | A V 0264                           |  |
|  |  | <b>Invoice date/<br/>tax point</b> |  |
|  |  | 21 May 2007                        |  |
|  |  | <b>Our reference</b>               |  |
|  |  | 1/London TheKNOW 2007              |  |

  

| Quantity         | Description  | Price             | VAT % | VAT      |
|------------------|--|-------------------|-------|----------|
| 1                | Full Fee for Michael Read to attend Common Purpose London TheKNOW May 2007 | £4200.00          | 17.50 | £735.00  |
| <b>Sub total</b> |  | £4200.00          |       | £735.00  |
|                  |  | <b>Amount due</b> |       | £4935.00 |

  

|   |             |
|---|-------------|
| <b>ENVIRONMENT DIRECTORATE</b>                                  |             |
| Accountancy Code  | ND01 - B901 |
| Certified for payment in accordance with Financial Regulations. |             |
| VAT registration no. 719 000 760                                |             |
| Signed: <i>[Signature]</i> 21/5/07                              |             |
| Authorising Officer   |             |

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

**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.

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 UK prior to the day of the residential workshop at the case of a part fee agreed for a participant who has demonstrated a clear need for financial assistance.)

|                                |          |
|--------------------------------|----------|
| <b>ENVIRONMENT DIRECTORATE</b> |          |
| Purchase Ledger                |          |
| ORDER NO                       |          |
| VOUCHER NO                     | 004564   |
| PAYMENT NO                     | 003565   |
| CHEQUE NO                      | 4935-00  |
| CHEQUE DATE                    | 08 06 07 |
| CHEQUE TYPE                    | BACS 118 |