

Proposal to Intellectual Property office

Time Management

Quote to [REDACTED], Intellectual Property Office

Date of Issue: 20th October 2023



Eliesha Training Ltd
Albany Court
Newcastle House
Newcastle Business Park
Newcastle Upon Tyne
NE4 7YB

(0191) 282 2800

Registered in England and Wales No. 4161029

This proposal has been prepared following an email request from [REDACTED] on 19/10/2023, for 15 x virtual/F2F half day Time Management Workshops.

This half-day session will incorporate some of, but not limited to the following elements

- Delegation
- Prioritisation
- Managing Outlook/Teams
- Pareto Principle
- Pomodoro Technique
- Goal Setting
- Multitasking
- Decision Making

The session will introduce tools/techniques, models and best practices whilst incorporating the IPOs 'The Deal' Principles.

Train the trainer (16 delegates)	No of Days	Unit Cost	Cost excl. VAT
Design – 3 x 1 day [REDACTED]	3	[REDACTED]	[REDACTED]
Delivery – 15 x half day virtual/F2F [REDACTED] per session	15	[REDACTED]	[REDACTED]
Total			£11,010.00

Notes

1. The above prices are exclusive of VAT.

Assumptions

1. Intellectual Property Office will supply venue, projector and flipchart
2. Eliesha will supply a laptop
3. Maximum number of delegates – 16 per cohort

Cancellation Policy

With respect to delivery our standard cancellation policy is as follows:

- 0-3 clear working days 100% of delivery rate
- 4-10 clear working days 50% of delivery rate
- 11+ clear working days 0% of delivery rate

Payment Terms

30 days from date of invoice.

Author: [REDACTED] Principal Contract Manager

[REDACTED]