

Reference no: 10669384

SLCORP (Pre-paid)

Application date: 17 Jul 2023

Customer details: Account no: 3308170 NHS Midlands and Lancashire CSU Kingston House 438 High Street West Bromwich B70 9LD	Invoice to: our ref: 3476940 / C008684 NHS Midlands and Lancashire CSU 0CX Payables M385 Phoenix House Topcliffe Lane WF3 1WE
For the attention of: [REDACTED] t: [REDACTED] e: [REDACTED]	Your QA contact: [REDACTED] t: 01753 898699 or 0345 074 7839 e: [REDACTED] QA Ltd Rath House 55-65 Uxbridge Road Slough Berkshire SL1 1SG

Total fees payable: (excluding VAT)	£20,064.00 (£24,076.80 inc VAT)	Start date: 17 Jul 2023 End date: 17 Jul 2024 (12 months)
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Invoice arrangements:	<p>On receipt of booking confirmation, an invoice will be issued and shall be payable within 10 working days. In the event that there is any conflict or inconsistency between these invoicing and payment terms and any contrary agreement on invoicing and payment terms agreed and signed between the parties ("Alternative Payment Terms"), then those Alternative Payments Terms shall prevail.</p>
<p><i>Please ensure the invoicing details on this form are correct. If you need to make any amendments, please advise your QA contact above.</i></p> <p>I confirm that I have read the terms and conditions of business and the terms of this document (please see last page) in particular Clause 3 relating to the delegate's prerequisites requirement.</p> <p>Signature: [REDACTED]</p> <p>Job Title: Delivery Director</p> <p>Purchase Order Number: <i>If your company uses PO numbers, please ensure you have entered your PO number above prior to eSigning as we will be unable to confirm your booking without one.</i></p> <p>Please indicate if you wish to pay by debit/credit card: <input type="checkbox"/></p> <p>If you wish to pay by credit card, please enter the card holders name and contact details below and we will contact the card holder to arrange payment.</p> <p>Card Holders Name:</p> <p>Telephone Number:</p>	

Description of Courses/Services and Rates Applicable:

Project and Programme Management

Vendor	Subject	Type*	Event Type	Course Code	Pricing Basis	% Disc	Price
APMG	All	Performance Plus	Scheduled	All	Per Delegate	■	-
APMG	All	Performance Plus	Scheduled	PPMBBCFP	Per Delegate	■	-
Managing Successful Programmes (MSP)	All	Performance	Scheduled	All	Per Delegate	■	-
Managing Successful Programmes (MSP)	All	Performance	Scheduled	PBPMSPFP	Per Delegate	■	-

Extra details:

3rd Party course bookings are excluded from this skills licence application.

Booking Notes:

Some courses may contain a non-discountable exam element. This is a fixed amount which covers exam fees, to which discounts do not apply.

Definition of our course types*:

Essentials:	A range of courses covering core skills that may lead to taking vendor or accredited body certifications.
Specialist:	Often vendor accredited, covering specialist technology areas beyond the initial accreditation levels.
Performance:	QA's performance courses are often written by QA subject matter experts to fill a gap in the training market.
Performance Plus:	Often exclusive to QA, these courses harness our experience to ensure training with real-world application.
Exam:	Non discountable, exam only courses.
Fast Track:	Accelerated learning programmes to achieve faster accreditation, plus our assessment centres.
Premium:	Often exclusive to QA, these courses harness our experience to ensure training with real-world application.

Privacy

QA respects your rights to privacy and understand the importance of protecting personal information that we hold about you. We have set out in our privacy notice (available at <https://qa.com/legal-privacy/privacy-notice>) information about what personal information we collect and how it is used and shared. Our privacy notice also includes details of who to contact if you have any questions about our privacy and data protection practices.

QA TERMS AND CONDITIONS

1. Terms and conditions This document is entered into between you and QA Limited (company number 02413137) with registered office at International House, 1 St Katharine's Way, London, E1W 1UN ("we", "us" or "our"). It should be read together with our terms and conditions of business available at <https://qa.com/tandcs>. If you are purchasing Cloud Academy licences from us then our Cloud Academy terms and conditions should be read in addition to the terms and conditions of business which are available at <https://cloudacademy.com/terms/service/>. Together they contain legal rights and obligations which are part of your relationship with us. Defined terms used in this document shall have the same meaning as terms defined in our terms and conditions of business.

2. Payment and fees Upon your signature of this document, we will issue you with an invoice for the total fees payable as indicated on the front page of this document. All fees are exclusive of all taxes (including value added tax). All fees are also exclusive of travel, meals and other related expenses which shall be payable by you upon presentation of invoices by us. No deduction can be made for any taxation or other costs incurred by you. Payment is due within 10 Working Days of receipt of the invoice. Please note that you may not attend any courses and we will not provide any Services until full payment has been received. All fees are non-refundable whether or not you book any courses with us. For the avoidance of doubt, all Services must be booked and utilised (i.e. attended) within the Start Date and End Date stated above. Any Services that remain unused will expire at the End Date and shall be deemed used and no refund shall be provided.

Where a third party, including but not limited to vendors, certification bodies and other third party suppliers, materially increases the cost of their courseware, examination fees, courses prices or operating model, the Company reserves the right to increase the fees for the relevant courses either by adjustment to course prices or pre-existing discount rates, notwithstanding any agreed fixed pricing or discount rates given to the Client for these courses.

3. Bookings and prerequisites Your unique reference number is 10669384 and must be quoted at the time of making a booking with us unless administered by our Project Management or Customer Service Desk resources. For public scheduled courses you are expected to book each course at least three weeks prior to the course start date.

3. Bookings and prerequisites (cont) It is your responsibility to ensure that all the course delegates meet the course prerequisites which can be found on the QA website or on the course outline and which will be confirmed on the joining instructions.

4. Consumer rights If Client is a consumer (and has not purchased Services in person at the Company's business premises), Client shall have the right to cancel this Agreement without any liability within 14 days of date of Agreement provided that Services have not commenced. Except when cancelled under this clause, cancellation and/or re-scheduling fees below shall apply to cancellation or re-scheduling of any course by the Client. The Company shall issue a supplementary fee invoice to Client for such cancellation and/or re-scheduling fees and this will be deducted from the balance on the Skills Licence. In the event that the balance is nil then a supplementary invoice will be issued to the Client and due for payment within 15 working days of date of invoice.

5. Cancellations by us Where circumstances dictate we reserve the right, at our discretion, to change course schedules, change course content, discontinue courses, limit class size and cancel courses in which event we will notify you 10 days prior to the course start date. Upon such notification, you may book other available courses but we shall have no liability to you whatsoever for any changes to or cancellations of courses pursuant to this section.

6. No guarantee as to availability We aim to offer flexibility with course bookings but we cannot guarantee availability of any individual course.

7. Attendance at courses Once you have agreed to the terms of this document, any of your employees may attend the courses covered by this document provided that they meet the prerequisites for the relevant course (if any).

8. Variations This document may only be varied in writing by an authorised representative of each party. Please note that no other form of contract or communication sent by you to us in relation to this document shall be deemed accepted by us except where our authorised representative expressly agrees to such contract or communication in writing.

Tables of Cancellation and Re-scheduling Rates:

Public scheduled courses:

Date of Cancellation / Rescheduling	Cancellation Fee Payable	Rescheduling Fee Payable
15-11 clear Working Days prior to the start of the course	50%	25%
10-6 clear Working Days prior to the start of the course	75%	50%
Fewer than six (6) Working Days prior to the start of the course	100%	100%

All other Services:

Date of Cancellation / Rescheduling	Cancellation Fee Payable	Rescheduling Fee Payable
20-11 clear Working Days prior to the start of the course	50%	25%
10-6 clear Working Days prior to the start of the course	75%	50%
Fewer than six (6) Working Days prior to the start of the course	100%	100%

