

To order please complete the *details requested below*, sign the form and return to [pam.kendrick-astle@civica.co.uk](mailto:pam.kendrick-astle@civica.co.uk).

Company name	
Company address	
Contact name	
Contact phone no.	
Contact email	

Civica UK, Interchange House, Howard Way, Newport Pagnell, Bucks, MK16 9PY

Telephone: 01908 787700

Quote date: July 2019

Training Course Booking					
Course details	Preferred date	Qty	Unit Price	Total Price	Item Required
<b>Nominal set-up course (16/07 15/08 19/09)</b>					
Single delegate			£250.00		
Additional delegates			£150.00		
<b>Pensions extract course (16/07 15/08 19/09)</b>					
Single delegate			£125.00		
Additional delegates			£100.00		
<b>Teachers Pensions extract course (16/07 19/09)</b>					
Single delegate			£125.00		
Additional delegates			£100.00		
<b>Total Cost of Quotation</b>					
<b>Please note</b> all costs quoted are exclusive of VAT					

Payment Terms	Estimated Delivery Date	Quotation Expiry Date
100% on Order	TBC	30 days

### Client Acceptance of Quotation

I confirm acceptance of the CIVICA quotation provided and the CIVICA Terms and Conditions listed below and request that CIVICA undertake the requested service.

Purchase Order  
Number: \_\_\_\_\_

For official  
use only

Civica Reference Number: \_\_\_\_\_

Authorisation  
Signature: \_\_\_\_\_

Please  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### CIVICA Terms and Conditions of Sale

1. This quotation is fixed price offsite upgrade if on site is required please request a quotation
2. Payment terms are 30 days from invoice date E & O.E
  - a. Our normal payment terms are: - 100% on order
3. All quotations are valid for 30 days from the quotation date
4. All prices are quoted exclusive of VAT which will be added at the appropriate rate
5. All goods remain the property of Civica until they are paid for in full
6. An official Purchase Order number must accompany all orders.

Civica, Interchange House, Howard Way, Newport Pagnell, MK16 9PY  
Telephone: 01908 787700 Facsimile: 01908 787750 Email: [hrpsupport@civica.co.uk](mailto:hrpsupport@civica.co.uk)