



## Delegate Fee – How to Influence Whitehall & Westminster

Central Government/ Business/ Local Authorities/Academic/Third Sector	
1 day attendance	£570 per delegate

## Delegate Details

Delegate Name	Position	Email Address
1.		
2.		
3.		
4.		
5.		

## Key Contact Details

Name: \_\_\_\_\_  
 Organisation: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

I wish to receive joining instructions exclusively on behalf of the delegate(s)

## Invoice Details

Name: \_\_\_\_\_  
 Organisation: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Send invoice directly to key contact

Purchase Order No. (if applicable): \_\_\_\_\_

## Method of Payment

- Please invoice my organisation for £\_\_\_\_\_ + VAT (at 20%)
- I enclose a cheque for £\_\_\_\_\_ + VAT (at 20%) payable to CPS Framework Ltd.
- I will pay by Government Procurement Card or Credit Card. Please contact me to obtain the necessary details.

## Confirmation

A refund, less a £150 administration charge, will be given for written cancellations if they are received from you more than 30 days before the course date. If notification of cancellation is received less than 30 days prior to the date of the course there will be no refund, however a substitute delegate may attend subject to Government Exchange's approval.

Signed: \_\_\_\_\_

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

**EMAIL BACK TO: [navedc@governmentexchange.co.uk](mailto:navedc@governmentexchange.co.uk)**