|  |
| --- |
| **Please ensure all boxes are completed, before returning to:****Email: training@clennelleducationsolutions.org** |
| **Date of request:** | **CES Consultant:**  |
| **School:****Postcode:**  | **School contact name & position:** |
| **Tel number:** | **Contact person’s email:** |
| **Initial Consultation arranged with the Consultant?****(If no initial consultation has been arranged, the consultant will be in touch to discuss this with you)****Y / N** | **Date for Initial Consultation:** |
| **VL Support required: *Found at the top of each directory page:*** | **Code: Found at the top right of each directory page** | **SLA:** Enhanced / Core*Please note: There may be a charge for some training, please check your School’s SLA* | **ian%20sig%202Credit /charge:** |
| **Invoice Details (Include Name and email address)** | **Purchase Order Number:** |
|  |
| **Office use only:** |
| **Allocated Consultant & date form sent to Consultant:** | **Date added to credit log:** |
| **Notes: Include update to credits/charges, include any emails from consultant and school.** |
|  **Credit/Charge:** | **Invoice number:** | **Invoice sent date:** |
| **Additional Notes: Include update to credits/charges, include any emails from consultant and school.** |