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| --- | --- | --- | --- |
| **Please ensure all boxes are completed, before returning to:**  **Email: training@clennelleducationsolutions.org**  **Please do not put any personal information on this form (e.g. pupils address) our attendance officer will contact you for the details** | | | |
| **Date of request:** | | **CES Consultant:** | |
| **School:**  **Postcode:** | | **School contact name & position:** | |
| **Tel number:** | | **Contact person’s email:** | |
| **Date requesting for visit:** | | **Number of expected visits:** | |
| **SLA:**  Enhance / Core / Non member | | **Charge per hour:**  Core: £35.93  Enhanced: £35.23  Non-member: £38.76  **Mileage Charge:** 0.45p per mile | |
| **Invoice Details (Include Name and email address)** | | **Purchased Order Number:** | |
|  | | | |
| **Office use only:** | | | |
| **Notes:** | | | |
| **Visit took place?**  **Yes/No** | | | |
| **Charge:** | **Invoice number:** | | **Invoice sent date:** |