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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: £35.23Non-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:** |