**LIVE VIRTUAL TRAINING PAYMENT PAGE**

Please complete this Payment Page in type or in pen (please write clearly) and email to llewis@smmt.co.uk

**Candidates Details:**

|  |  |
| --- | --- |
| Auditor Name: |  |
| Date of Live Virtual Training: |  |

**Payment Details:**

4 Day Training **£1,500 (excluding VAT) per person**

Please advise address for invoice:

|  |  |
| --- | --- |
| Company Name |  |
| Invoice Address (include Post Code and Country): |  |
|  |  |
|  |  |
|  |  |
| **VAT Number:** |  |

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

Payment Terms: Invoice to be paid in full 14 days from receipt of invoice.

Please Note: If a Bank Transfer is necessary any bank charges incurred are not the responsibility of the Society of Motor Manufacturers and Traders Ltd.

Cancellations and Transfers:

Cancellation and Transfer requests received 20 days in advance of the course start date will receive a full refund minus a £150 administration fee.

Cancellation and Transfer requests received less than 20 days in advance of the course date will receive a refund minus 30% of the total course fee (30% taken as administration fee).

**Please note this Payment Page will be destroyed following invoice being issued.**