Dear Contact Name,

# CONFIRMATION OF PROGRAM

Thank you for confirming your booking on behalf of Company Name, for a Number of Days, Program Name to be facilitated by Global Integration on Date at Venue

* The fee for this program is £xxx (+ VAT where applicable) per participant. You will be charged for a minimum of XX participants. The maximum number of participants is XX.
* The trainer’s travel, subsistence, any materials shipping and any other incidental expenses will be charged at cost and VAT will be added where applicable.
* We will supply participants with a copy of the printed learner materials, and a copy of our book *Speed Lead®*/*Making the Matrix Work®*. (price if not included above)
* Any additional design or tailoring will be agreed with you in advance and charged at £4000 per day.
* Web Seminar (include if required)There will be no additional charges for the web seminar sessions if you host them using your own conference call facility and your own web program (System Name). If Global Integration hosts these sessions there will be an additional charge of £X per person per X hour seminar to cover the call charges incurred.

If you cancel or postpone this program less than 28 days in advance of the confirmed date, all fees and other non-refundable travel charges, if any, will be payable in full to Global Integration.

Please let me know in writing within 5 working days if you **do not** wish to proceed on this basis.

In addition,

* Please could you send us your purchase order number(s) or provide a contact name whom we can talk to about this as soon as possible.
* Please advise us if you will supply evaluation forms or if you have an online survey participants will complete.

I very much look forward to working with you,

Signature

Director, Global Integration Limited

 +44 Telephone Number

 Email address