

HITHERWOOD CONSULTING LIMITED

Supporting South East Businesses

Application form for winter 2007 programme

Company name	
Address	
Registration number	
Main business activities	(Please give details of the kinds of projects you work on, the range of project sizes you have undertaken in the last 2 years, and whether you operate locally, regionally or nationally)
Number of staff currently employed	(Include office and site based staff, including agency staff but not sub-contractors)

Main contact for this application

Name	
Job title	
Landline & mobile phone numbers	
Email address	

Reason for seeking a place on the SSEB programme	(Please describe the business problem you would like help to solve)
What you would like the programme to achieve	(Please describe how you would assess whether the programme had been successful for you)

I confirm that the information given above is accurate, and that this company agrees with the terms of the Supporting South East Businesses Programme.

Name:

Signature:

Date:

Please return this completed and signed form by Friday 5 October to:
David Churcher, Hitherwood Consulting Ltd, 32 Giles Coppice, Dulwich, London SE19 1XF
Confirmation of acceptance will be issued to those selected to take part on 19 October

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Terms and conditions for the Supporting South East Businesses programme

The 3 days of consultancy must be used within a 3-month period of your programme starting and equate to 21 hours of consultant time, including time spent travelling.

Our assessment of the time spent on each programme will be binding.

Time spent beyond the 3 days will be confirmed with you and will then be charged at Hitherwood Consulting's standard day rate.

An invoice for the nominal fee will be issued as soon as your company is accepted onto the programme, and is payable within 14 days. Non-payment will be taken as a decision to withdraw from the programme.

The programme may be cancelled at any time by either party. If the programme is cancelled by Hitherwood Consulting, a pro-rata proportion of the nominal fee will be returned.

Travel expenses will be charged at cost (for public transport), or at 40p/mile (for car mileage). Subsistence expenses will be charged at cost. An invoice for expenses will be submitted at the end of the programme (or at the time of cancellation if this occurs), and will be payable within 30 days. Interest on overdue invoices will be charged at 5% above the Barclays Bank base rate, in line with Hitherwood Consulting's standard terms and conditions of service.

At the end of the programme, the nominal fee (including any VAT) will be returned if the participant confirms that the programme has been of no benefit to them.

Hitherwood Consulting will give each programme participant the same level of confidentiality as we would with any other client, however we would like to use your participation on the programme as a case study.

Hitherwood Consulting accepts no liability for the advice or guidance given as part of the programme.

Hitherwood is under no obligation to fill any or all of the available places on the programme.