

**Commissioned Training Order Form**

**Commissioner to supply** venue and catering.

**Mellow Parenting to supply** trainers, trainers travel/accommodation, training manuals, reflective consultation, evaluation support and Mellow Practitioner accreditation

**Customer Name:**

**Email Address:**

**Full Business Address:**

**Invoice Address:**

Select (v)	Training Ordered	Number of Trainees (6 Min to 10 Max)	Training Fee	Date of Training (Approx.)
	<b>Going Mellow</b> (3 days) Mellow Mums, Mellow Dads, Mellow Babies and Mellow Toddlers		£11,500.00	
	<b>Mellow Bumps</b> (1 day) Mellow Bumps and Mellow Dads-to-be		£3,750.00 (6-10 trainees) £5,475.00 (11-15 trainees)	
	<b>Mellow Ability</b> (3 days) For families with a child with a disability		£11,500.00	
	<b>Mellow Futures</b> (1 day) For parents who have a learning disability/difficulty (Must complete GM first)		£3,750.00	
	<b>Mellow Ready</b> (1 day) For young people aged between 14-18		£3,750.00	
	<b>Mellow Foundations</b> (1 day) Building Better Relationships		£1995.00	

Customer/Commissioner Signature: .....

MP Agent Signature: .....

Upon receipt of this order form, Mellow Parenting's Training Department will contact you to confirm the date and venue of your preferred training and our Finance Department will contact you regarding your standard payment process, i.e. purchase order number, etc.

Our training department will also work with you to ensure that you have supplied all the correct contact information required to contact trainees with details surrounding training.

### **Payment Terms**

Your Purchase Order or Payment must be received in advance of your training dates.

### **Cancellation/Postponement Policy**

In entering into this training agreement both parties are committing to provide services, materials and other resources detailed in this document.

Mellow Parenting operates a cancellation policy on the following terms:-

Cancellations made between six and three months from the earliest date/s for training referred to in this agreement, will receive a refund of 95% of the full course fees paid or due to be paid in terms of this agreement.

Cancellations made between three and one month from the earliest date/s for training referred to in this agreement will receive a refund of 50% of the full course fees paid or due to be paid in terms of this agreement.

Cancellations made within one month from the earliest date/s for training referred to in this agreement will not receive any refund and will be liable for full course fees paid or due to be paid in terms of this agreement.

In extenuating circumstances, it may be possible for you to postpone your training for up to four months, but this must not cross over our financial year-end of 31<sup>st</sup> March.

### **GDPR**

Information provided will be used for the sole purpose of organising Mellow Parenting Training. Please view our Privacy Policy at [www.mellowparenting.org](http://www.mellowparenting.org).

**Sales Agent - when you have agreed on the right training for the commissioner please:**

- **Complete 2 Sales Order forms; keep one copy, leave the other copy with the buyer**
- **Send your copy to the Mellow Office by photo, email or post**
- **Follow up with a call or email to confirm booking form is on route**