

# Electronic Presentation Services

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## Fees

	<u>UK</u>	<u>Overseas</u>	
In-house training courses	£800	£900	per day
Consultancy	£550	£650	per day
Consultancy	£350	£450	per half day

Additional consultancy days applicable if written reports are required following consultancy visits. Overseas visits will also incur half consultancy rate for travel time and additional days overseas.

## Training Courses

Practical courses max. attendees: 10 Theory courses max. attendees: 25

A complimentary CD-ROM or poster set is provided to the company at each in-house course to allow further in-house training.

## Consultancy

Products/materials provided for evaluation/analysis may entail destructive examination. Where return of these products/materials is required, the customer should arrange collection within 28 days of receipt, after which time they will be disposed of.

## Bookings

No dates are held until a company purchase order is received by EPS to cover fees and estimated expenses. The order must state EPS payment terms which are 30 days from date of invoice.

## Travel and Business Expenses

The client to cover in full the actual cost of all travel and business expenses, as incurred, which may include the following:

### **Return air fare including all airport taxes and fees:**

Economy class travel on flights less than 4 hours and Business class travel on flights over 4 hours. EPS to select appropriate carrier and flight timings to fit schedule.

### **Ground transportation:**

UK - mileage @ 45p per mile or train, taxi, rental car charges as applicable

Overseas – all applicable train, bus, taxis, rental car charges incurred overseas together with UK mileage @ 45p between Chelmsford/departing airport and applicable airport car parking fees

### **Accommodation and subsistence:**

UK – one night hotel accommodation per consultancy/training day where client is located in excess of 150 miles from Chelmsford. Additional nights hotel accommodation may apply where client is located in excess of 250 miles from Chelmsford. Subsistence allowance of £50 per overnight stay.

Overseas – hotel accommodation for duration of overseas visit in accordance with flight schedules plus subsistence allowance of £50 per day.

### **Other expenses:**

Courier/postage charges for despatch of materials provided as part of consultancy project

Overseas visits will incur a surcharge of half the consultancy rate for travelling time

Cost of obtaining overseas Visa including time/travelling expenses incurred in obtaining Visa

## Payment Terms

All charges are exclusive of VAT. Invoice for fees and expenses in pounds sterling to be paid in full within 30 days of invoice date. EPS payment terms to be printed on client order and agreed and confirmed by client accounts departments. In the case of non-refundable and/or non-transferable flights these costs will be payable in advance. EPS reserve the right to charge interest at 1.5% per month on overdue accounts.

**Payment methods:** UK clients – bank transfer, Visa/Mastercard or sterling cheque  
Overseas clients – bank transfer or Visa/Mastercard