

Ashton Seals Limited  
The Ashton Building  
Cortonwood Drive  
Cortonwood Business Park  
Brampton  
Barnsley  
S73 0UF  
Tel No 01226 273700. Fax No 01226 756774

## **Terms and Conditions**

### **PAYMENT OPTIONS**

Credit Card  
Cheque made payable to Ashton Seals Limited  
BACS  
A proforma invoice can be supplied if required

Additional payment option available to existing customers only – payment by purchase order (SEE CREDIT APPLICATIONS BELOW).

IN ALL CASES PAYMENT or PO MUST BE RECEIVED 7days prior to commencement of the course.

### **CREDIT APPLICATIONS**

Applications must be in writing. Application forms are available by contacting Barrie Austin at the number below. If approved, this will allow a company to make payment before the start of a course by purchase order. Invoice will be generated the week the course takes place – Payment terms strictly 28 days.

### **LATE PAYMENT PENALTY CLAUSE**

Should you fail to pay within the agreed time limit, you will be sent a statement of account and an additional charge will be made of 3% above base rate on overdue balances. Charges are made on a daily basis.

### **CANCELLATION / RE-SCHEDULING POLICY**

If you cancel / re-schedule within 14 days of start of the course your place of attendance will be charged at 50% of current quoted price. The remaining 50% will then be charged upon re-booking.

All Development work (Phase 1 & Phase 2) will be claimed at 100% quoted in all cases.

### **OUR BANK DETAILS**

Bank:  
National Westminster Bank  
Sheffield City Centre  
Sheffield

Remittance Advice must be sent to:  
Ashton Seals Limited  
The Ashton Building  
Cortonwood Drive  
Cortonwood Business Park  
Brampton  
Barnsley  
S73 0UF

Sort Code: 56-00-09  
Account No: 00001775  
Account Name: Ashton Seals Limited

If you have any queries please contact Barrie Austin on 01226 273700