

Booking and paying

To reserve a place you must send a **Purchase Order** by post or email to the official training provider, **Flowerday Hobbs Ltd**, for “Understanding SFIA”.

You might need more company details for your purchasing department: these are available on request from the enquiry address below. The invoice will be sent to you by email unless you request it on paper.

If you are unable to send an official company purchase order, booking must be made by payment by cheque in advance. Payment must be made within **thirty days** of invoice date. Bookings will not be accepted on the basis of 60 or 90 days payment terms.

Payment of **£450 per head plus VAT** may be made by cheque or electronic transfer. Details for electronic payment will be on the invoice.

Cancellations

No charge if cancelled by email or in writing more than **14 calendar days** before the course. If you cancel after that you must pay the full price, unless the course is full, in which case there will be no charge.

Contact

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Your trainers

The course is run by the Accredited Consultants, Sheelagh Flowerday of Flowerday Hobbs Ltd and John Godsell. Both have long term practical experience of skills management and of people and organisational development in the IT industry.