

Mr Stephen Rigg  
PEP Conferences  
2 Albert Mews  
Albert Road  
London  
N4 3RD



INVESTOR IN PEOPLE

## Quotation Details

MBR Number : M001928	Company : PEP Conferences	P/O: N/A
Contact : Mr Stephen Rigg	Producing Newsletter & Publicity	Printed : 05/12/03

Date	Reference	Description	Value	VAT Rate	VAT Amt
19/12/03	1 x G/tree & Humberstone @ £100.00	G/tree & Humberstone	£100.00	17.50	£14.89
20/12/03	12 x etert @ £0.74	etert	£8.88	17.50	£1.32
20/12/03	12 x Finger Buffet Menu 3 @ £11.70	Finger Buffet Menu 3	£140.40	17.50	£20.91
20/12/03	1 x Learn IT @ £245.00	Learn IT	£245.00	17.50	£36.49
20/12/03	28 x 24 Hr Residential Package @ £77.50	Function Package	£2,170.00	Varies	£323.19
21/12/03	1 x Learn IT @ £200.00	Learn IT	£200.00	17.50	£29.79
21/12/03	28 x 24 Hr Residential Package @ £77.50	Function Package	£2,170.00	Varies	£323.19

Total Net Value : **£4,284.49**  
 Total Vat excluding Deposits : **£749.79**  
 Grand Total : **£5,034.28**

<u>VAT Analysis</u>			
VAT Code	VAT Rate	Value	VAT Amount
1	17.50	£4,284.49	£749.79
2	0.00	£0.00	£0.00
3	3.50	£0.00	£0.00
<b>Grand Total :</b>		<b>£4,284.49</b>	<b>£749.79</b>

There may be Deposit requirements on the following page.

**Deposit Requirements.**

**All advance deposits must be paid by the due date to confirm your booking.**

Entered	Ref	Description	Rate	Amount	Paid On	DueBy	Hold Until
05/12/03		1st Stage Deposits	0.00	£1,500.00		01/01/04	

Total deposit amount remaining to be paid:

£1,500.00

Registered VAT Number: UK 345 789 1134

**Please make all deposit cheques payable to Imperial College London (Deposit A/C)**

**Please note that failure to pay due deposits may result in your booking being released and the incursion of cancellation charges - Please see our Terms and Conditions section 14.5**

**Imperial College London's Mission**

To consistently achieve outstanding guest and employee satisfaction  
whilst recognising their needs, within a happy, rewarding and stimulating environment.

