

QUOTATION FOR DIRECT MARKETING SERVICES FOR INTERNATIONAL EDUCATION MARKETING

British Council:	THE BRITISH COUNCIL , incorporated by Royal Charter and registered as a charity (under number 209131 in England and Wales and number SCO37733 in Scotland), with its principal office at 10 Spring Gardens, London, SW1A 2BN
Client:	The University of xxx : Email address of lead client:

This Quotation together with the Terms located on the following web address: <http://siem.britishcouncil.org/sites/siem/files/pdf/Terms-of-service-for-SIEM.pdf> form a contract for the supply of Services (as detailed in the table below) by the British Council to the Client (the “**Contract**”) and is made on the date on which it has been signed by both parties below (the “**Effective Date**”).

By executing this Contract, the Client warrants to the British Council that it satisfies all the eligibility criteria published by the British Council on its website <http://www.britishcouncil.org/siem> or otherwise made known to the Client by the British Council prior to the Effective Date.

The attached Terms apply to the Contract to the exclusion of any other terms that the Client seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

Services:
Invitation to attend 2014 British Council Workshop
Deliverables:
British Council will offer : <ul style="list-style-type: none"> • 1 copy of leaflet about UK institution in workshop material folder • 1 table onsite for material distribution and counselling • 1 Pull-up display

Project Purpose:							
To provide a highly valued platform for counsellors and middle-managers from local education agents as well as representatives of UK institutes to network and to collaborate.							
Key dates:							
If you are interested in promoting your institution in the agent workshops, please contact Ms Diana Zhang, British Council Education Marketing Officer by October 17th, 2014							
Charges and payment schedule:							
Sum due	Invoice date						
GBP 500 * The price is exclusive of VAT unless otherwise stated	You will be sent invoice within seven days of receipt of signed quotation.						
Cancellation policy:							
<p><i>The Client may cancel the Services prior to their delivery by giving the British Council written notice of cancellation. If the Client cancels at least three weeks before [insert key date] the Client shall not be required to pay the British Council any fees in connection with the cancelled Services and any fees already paid in respect of such cancelled Services shall be refunded by the British Council.</i></p> <p><i>If the Client cancels the Services less than three weeks prior to [insert key date], the Client shall be liable to pay the British Council the percentage of the charges for such cancelled Services set out below:</i></p> <table border="0"> <tr> <td><i>Notice Period</i></td> <td><i>Percentage of charges payable</i></td> </tr> <tr> <td><i>14 days or less</i></td> <td><i>100%</i></td> </tr> <tr> <td><i>15 - 20 days</i></td> <td><i>75%</i></td> </tr> </table>		<i>Notice Period</i>	<i>Percentage of charges payable</i>	<i>14 days or less</i>	<i>100%</i>	<i>15 - 20 days</i>	<i>75%</i>
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<i>15 - 20 days</i>	<i>75%</i>						
Notices to be sent for the attention of:							
For the British Council:	For the Client:						
Diana ZHANG							

IN WITNESS whereof the parties or their duly authorised representatives have entered into this Contract on the later of the dates set out below.

Signed by the duly authorised representative of THE BRITISH COUNCIL

Name:	Diana Zhang.....	Signature:	Diana Zhang.....
Position:	Education Marketing Officer	Date:	08/10/2014.....

Signed by the duly authorised representative of xxx

Name:	Signature:
Position:	Date: