



Sue Carrette Consultancy ~ Booking Arrangements and Pricing Structure

Frequently Asked questions ??

This document was compiled in August 2014, and amended in October 2015. It is designed to answer FAQs relating to our Booking Arrangements and Pricing Structure, in particular in relation to our new pricing structure introduced in September 2014. If you have any questions which are not answered below please do not hesitate to contact us.

1. What are the fees for professional development programmes?

Fees for professional development programmes are as follows:

Full-day
£640.00 (£575 with discount)

Half-day
£475.00 (£428 with discount)

Conference/Seminar Sessions
From £195 - £245 by agreement (guide prices)

The above fees cover all of our services with the exception of Invigilator Training and Consultancy/Project Services, which are covered separately below.

2. Are any discounts available?

Yes. Sue Carrette Consultancy values its client relationships and to recognise this we offer a 10% Repeat Business Discount (RBD). The RBD is available to any client booking a full-day or half-day programme, who has booked any service during either the previous Calendar Year or Academic Year. The applicable time period is calculated from the point of booking, rather than the time at which the event is scheduled to be delivered. **We are happy to consider individual fee and budget requirements – please contact us to discuss.**

3. How many delegates do these prices include?

Standard full-day and half-day prices are for events designed to accommodate up to a maximum of 18-20 delegates. We are happy to consider events for larger number of delegates by arrangement, with fee levels to be agreed. Numbers for Conference and Seminar Sessions are discussed and agreed at the time of booking.

4. Are prices per delegate offered?

Yes. Prices per delegate start at £60 per delegate per full-day programme and £45 per delegate per half-day programme. However minimum charges (of £600 and £395 respectively)

do apply and some organisations may find that the standard day rates offer both better value and increased flexibility.

5. Do these fees include delegate handouts?

In most cases standard fees include all delegate handouts. Where this is not the case this will be discussed and agreed at the time of booking.

6. Are different Fees applicable for any other Services?

Yes. Three distinct areas of our work are subject to different fees as follows:

Consultancy and Project Work

The nature of this work can vary considerably in terms of scope, breadth of knowledge required and timescales and consequently daily rates agreed at the agreed at the time of booking. Please do not hesitate to contact us for further details of indicative rates for your project.

Article Writing

Fees are agreed with the publishing/sponsoring organisation at the time of commissioning.

Invigilator Training

Invigilator Training programmes are specifically designed to work with the regulations and procedures of each institution or examining body. Such events are normally half-day in length and the minimum half-day price of £395 per standard event applies, with a discounted fee of £355). Examining organisations may also wish to consider booking two events per day (AM and PM) at a total rate of £695 to include up to 40 delegates.

7. Are there any other charges?

We deliver events UK-wide and beyond. For all events it is generally required that reasonable travel expenses (and in some cases the cost of accommodation) are reimbursed. We do not seek reimbursement for any venue in the Greater London area (within the M25) which is within easy (walking) reach of the nearest station. We are also happy to quote prices inclusive of travel expenses on request.

8. Are contracts issued for Services?

All services agreed are normally subject to a short contract signed by both parties. This is issued following discussion and agreement by email/phone/face-to-face and clearly defines the nature of the service to be provided and appropriate dates and timescales, as well as clearly detailing what is expected of both parties.

9. What happens if we have to re-schedule a programme?

In very exceptional circumstances (e.g. very adverse weather conditions) it may be necessary for your organisation to re-schedule an event. Where this is the case it would normally be expected that the event would be re-scheduled to take place no later than 8 weeks from the original date.

Sue Carrette
September 2014
(amended October 2015)