



FutureQuals Invoicing Policy

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# FAQ Invoicing Policy

Invoices are generated on the day of the transaction.

Transactions are defined but not limited to the list below:

- Centre Approval
- Quality Assurance Visits
- Learner Registrations
- Replacement Certificates
- Support Materials

Invoices will have the comprehensive details relating to the charge either within the invoice or in a separate attachment such as the names of learners and the qualification they have been registered on.

## Credit Account

Only centres with an approved credit account will receive an invoice for payment in lines with the conditions detailed below in the paying fees section. All other transactions will be on a proforma basis with full payment being received prior to registration or any other transaction type. Full terms and conditions are available from the website [www.futurequals.com](http://www.futurequals.com) or by request.

## VAT Exemption

It is the centre's responsibility to declare that they are VAT exempt. All orders should be accompanied with a valid VAT Exemption Certificate stating which clause they are exempt under. Should a centre fail to inform Future of their VAT Exemption and request a VAT refund at a later stage, they will be required to pay a fee (outlined in the current price list).

## Paying fees

Payment of fees for all qualifications is due thirty (30) days from the date of the invoice.

Payment cannot be withheld unless you dispute the amount of the charges by notifying Future (Awards and Qualifications) Ltd in writing within twenty-one (21) days of receipt of an invoice, giving full details of the amounts disputed and the reason such charges are disputed.

Unless good and sufficient reason is given for non-payment of invoices by the due date, late payment interest at the rate of 8% plus current bank rate, as per the Late Payment of Commercial Debts (Interest) Act 1998, will be charged.

No further registrations will be accepted whilst your account remains outside the terms and conditions detailed above.

#### Payment Instructions:

Our preferred method of payment is by BACS transfer.

Cheques or bank transfers should be made payable to:

Future (Awards and Qualifications) Ltd

Cheques should be addressed to:

Future (Awards and Qualifications) Ltd  
EMP House, Telford Way, Coalville LE67 3HE

Remittances can be emailed to [info@futurequals.com](mailto:info@futurequals.com), posted or faxed

Bank Details: HSBC Bank Plc.  
Sort code: 40-30-24  
Account: 02481545

#### Contacting Future (Awards and Qualifications) Ltd

Finance Department  
Future (Awards and Qualifications) Ltd  
EMP House  
Telford Way  
Coalville  
Leicestershire  
LE67 3HE  
Tel: 01530 836662 | Fax: 01530 836668  
Email: [info@futurequals.com](mailto:info@futurequals.com) | Website: [www.futurequals.com](http://www.futurequals.com)

Future is registered under the Data Protection act and handles all data in accordance with the required procedures of the Act.

# FutureQuals<sup>TM</sup>

INSPIRING LEARNING AND SKILLS

Future (Awards and Qualifications) Ltd  
EMP House, Telford Way, Coalville,  
Leicestershire, LE67 3HE

**Telephone:** 01530 836662

**Fax:** 01530 836668

**Email:** [info@futurequals.com](mailto:info@futurequals.com)

[www.futurequals.com](http://www.futurequals.com)

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