

cherrytree

training management

CHERRY TREE TRAINING MANAGEMENT LIMITED 4 AVON PATH SOUTH CROYDON, CR2 6AX

December 1st 2015

Reference – Supplier request – Background information letter

To whom it may concern

This letter is by brief explanation of the Invoicing and payment arrangements concerning the Education and Training Foundation's [herein after referred to as "ETF"] projects listed below

Projects

Cherry Tree Training Management Limited is the agent empowered by the ETF to manage the administration aspects of the listed set of courses.

Cherry Tree Training Limited designed and operates the Web based booking system on behalf of the ETF, it also issues the invoices on ETF's behalf, collects the fees on behalf of the ETF and disburses the fees to the ETF on your behalf.

To assist your respective payments and finance functions disciplines we request that you raise a supplier in the name of " CHERRY TREE TRAINING MANAGEMENT LIMITED " at 4 Avon Path, South Croydon, CR2 6AX . The company is an English registered company with a Registration number of 09756126.

Bank details:- Cherry Tree Training Management Limited

Sort Code:- 09-02-22

Account Number:- 10440674

These account details are shown on the face of the individual invoices.

Credit references:

- Creative Education Ltd, 4 Avon Path, South Croydon, CR2 6AX
- The Education and Training Foundation, 157-197 Buckingham Palace Road, London SW1W 9SP

If you require any further information please contact us at enquiries@etf-training.co.uk

Yours faithfully

For and behalf of Cherry Tree Training Management Limited



Keith Nixon
Accountant