

Moore Language Solutions

Translation. Proof-Reading. Transcription. Tuition.



Address: Moore Language Solutions,
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Friday 04th December 2019

Re: 10-Week French For Beginners Course at The Three Tuns, Chepstow

COURSE CONTENT & PAYMENT DETAILS	
Language service required:	<p>10-week group French for Beginners Language Course providing an overview of and opportunities to study the following areas via a mixture of listening, speaking, reading & writing activities:</p> <ul style="list-style-type: none">• Pronunciation • Being polite • Recognising pronouns • Nouns (gender & number) • Understanding instructions • Useful vocabulary • Forming & understanding written sentences • Common verbs in the present tense • Speaking about yourself• Prepositions • How to use adjectives • Forming & responding to questions • French sentence structure • Understanding numbers & times • Making requests• Popular elements of French culture • Tips for effective language study • <p>All course materials will be provided. Please arrive on time and bring a pen and note pad with you. Refreshments are available to purchase at the bar.</p>
Time & date:	Starting 7:30-9pm GMT, Wednesday 09 th January 2019. Every Wednesday evening thereafter until Wednesday 13 th March 2019.
Total duration:	15 hours (1.5 hours per week)
Cost per person:	£145.00
Payment:	To reserve your space on this course, please make a full payment by 5pm GMT on Tuesday 15 th January 2019. You can pay via bank transfer, cash, cheque or PayPal. You will receive a digital receipt for your payment via email. Please see payment instructions below.

Thank you for your interest in collaborating with Moore Language Solutions.
À bientôt! / See you soon!

Bank transfer payment details:

Bank Address: HSBC Bank PLC, 12, Beaufort Square, Chepstow, Monmouthshire, Wales, United Kingdom, NP16 5XJ
Account Holder: MISS C E MOORE
Account Number: 11409794
Sort Code: 40-17-11

Payment by cheque:

Please make cheques payable to 'MISS C E MOORE' and send to the address listed at the top of this letter.

To pay via PayPal

Send PayPal payment to: MooreLanguageSolutions@gmail.com or copy and paste this link into your web browser:
paypal.me/MooreLanguage/145

Terms & Conditions

1. Details of your course participation will be outlined in your digital receipt for your ease of reference. This receipt will be emailed to you following receipt of payment in full of your course fee.
2. Course fees remain the subject of annual review. Attendees will be notified by email of any changes in course prices at least **30 days in advance of changes coming into effect**.
3. Course fees can be paid in cash, by bank transfer, cheque or via PayPal prior to the commencement of your second class. Payment details can be found at the bottom of page 1.
4. All payments made by attendees will be followed up with a digital receipt by email within 7 days of receipt of funds.
5. The course fee is strictly non-refundable and non-transferable; this includes cases of illness and absence by the attendee.
6. In circumstances where it is not possible for Moore Language Solutions to fulfil sessions as planned, a suitable alternative session and/or venue will be offered – no refunds will be given.
7. Any special requests must be advised to Moore Language Solutions in writing. Please feel free to make known to us any medical conditions or other needs which you feel might enable us to provide you with a higher level of personal service and attention. Any information received remains strictly confidential.
8. Each class handout shall be fit for its stated purpose and target readership, and the level of quality specified. Unless specified otherwise, handouts shall be deemed to be 'for information' only.
9. French classes shall be carried out by Moore Language Solutions using reasonable skill and care and in accordance with the provisions and spirit of the Code of Professional Conduct of the Institute of Translation and Interpreting.
10. Representatives of Moore Language Solutions – or venue personnel - may take photographs and/or videos of language club activities for publicity purposes or for any other activity that helps us to achieve our professional objectives. Should you wish not to be photographed, please let us know in writing prior to paying your course fee/attending the remainder of the course following your first visit. A hard copy disclosure form on page 3 will be provided at the first free class on Wednesday 9th January 2019.
11. Liability of Moore Language Solutions under or in respect of this agreement, whether in tort, contract or otherwise, shall be limited to the cost of the course fee in place when the liability arises. Neither Moore Language Solutions nor the course attendee shall be liable the other in respect of any consequential or indirect loss whatsoever.
12. The contract incorporating these conditions shall be governed by English law and any matters arising out of it shall be subject to the jurisdiction of the Courts of England and Wales.
13. This Agreement shall come into effect either (1) when the attendee confirms their participation in the course or (2) when Moore Language Solutions provides any services under the agreement, whichever is the earlier.
14. Terms and conditions are subject to change. Attendees will be notified by email of any changes to the Terms and Conditions at least **14 days in advance of changes coming into effect**.

Privacy Statement

In line with recent changes to privacy laws - let me please assure you that I use your contact details for the sole purpose of contacting you directly via telephone, email, WhatsApp or Facebook in regards to our meetings and my upcoming events. All of my clients' personal information is kept securely, is entirely confidential and will not be made accessible to any third parties.

Further information

To find out more about us, please call us on **07414 501 933/01291 622 136** or email: MooreLanguageSolutions@gmail.com and we will be happy to answer any questions you may have. In the meantime, thanks for your interest in collaborating with Moore Language Solutions!

À bientôt! / See you soon!

Photo/video consent form

We would be grateful if you could complete this form to give us permission to take photos and/or videos of you and use these in our printed and online publicity.

I give **Moore Language Solutions** and **The Three Tuns** permission to take photos and/or videos of me at this event today and/or during future occasions when this class takes place for the duration of this 10-week Italian language course.

I grant **Moore Language Solutions** and **The Three Tuns** full rights to use the images resulting from the photography/video filming and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the aims of these groups. This might include (but is not limited to) the right to use them in their printed and online publicity, social media, press releases and funding applications.

Name of attendee: _____

Signature of attendee: _____

Date: _____