3. Proposal and acceptance template

CLIENT PROPOSAL — complete every bracketed field before issue

Supplier: Empower Yourself Coaching Ltd | Company 13058875

Registered office: [verify and insert current registered office]

Correspondence: admin@empoweryourselfcoaching.com | 07833 747876

Proposal reference/version/date: [ ] | Valid until: [ ]

Client legal name and billing address: [ ]

Authorised booking contact, role and work email: [ ]

Finance contact/email, purchase order and onboarding requirements: [ ]

Workshop title and objectives: [ ]

Included preparation/planning, materials and follow-up: [ ]

Date, start/end time and breaks: [ ]

Delivery address or online platform: [ ]

Participant capacity and intended audience, adults 18+: [ ]

Accessibility/adjustments agreed and responsible person: [ ]

Excluded activities/services: [ ]

Client venue/equipment responsibilities and EY requirements: [ ]

Workshop fee: £[ ] | VAT status/rate/amount, if applicable: [ ]

Approved expenses and any non-recoverable commitments: [ ]

TOTAL AGREED PRICE: £[ ]

Deposit: 25% / £[ ] due [exact date]

Balance: 75% / £[ ] due [exact date]

Short-notice or approved alternative payment terms: [ ]

For multi-session programmes, allocate price and payment to each session: [ ]

Provisional date hold expires: [ ]

Insurance evidence supplied and workshop activity confirmed: [reference/date]

Prominent cancellation summary

29+ calendar days: reasonable preparation/admin already undertaken, up to 25%.

15–28 days: up to 50%; 8–14 days: up to 75%; 0–7 days/no-show: up to 100%.

Charges are subject to the loss-reduction provisions in the attached terms. All payments count towards the charge. One date move with 29+ days' notice is available under the terms.

Acceptance

“I am authorised to book on behalf of the client organisation. I accept proposal [reference/version] and Corporate Workshop Booking Terms version 1.0 dated 24 October 2026, supplied with this proposal, including the payment, cancellation and rescheduling provisions and the expressly agreed variations below.”

Name/role: [ ] | Signature or clear email acceptance: [ ] | Date: [ ]

Express variations accepted by both parties: [none / list]

EY written acceptance by Karen/date: [ ]

Deposit received/date or approved alternative: [ ]

Date secured confirmation sent/date: [ ]

Booking workflow

1. Discuss needs and scope; confirm activity is insured.
2. Issue proposal and terms together before acceptance.
3. Obtain authorised written acceptance; confirm our acceptance.
4. Issue deposit invoice and exact balance due date; secure date on payment or written approved alternative.
5. Complete event risk assessment and client logistics checklist.
6. Deliver, collect proportionate feedback, reconcile invoices and archive only necessary records.