

AA Consultancy Application

For office use only

Staff	Initials
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1. Establishment details

Establishment name:

Address:

Postcode:

Contact name and job title:

Tel no (inc area code):

Fax no (inc area code):

Email address:

Visit details

Is there a specific timeframe you would prefer to have your consultancy visit(s) scheduled?*:
 YES NO *DATE CONFIRMATION IS SUBJECT TO AVAILABILITY
 If YES, please provide details:

Is there a specific reason for your consultancy visit?
 General assessment of service levels
 Gap analysis for reclassification of rating
 "Hard hat" visit for a new build establishment
 Other:

Please specify to whom the consultancy reports should be addressed:
 Same as "Establishment details" opposite
 Other:

Tel no: _____ Email: _____

How would you prefer to receive the report? Post Email

2. Consultancy visits

Prices from:

- Mystery guest programmes: £840.00 (£700 + VAT)
- Independent bedroom checks: £90.00 (£75 + VAT)
- Telephone audits, reservations and meetings & events: £54.00 (£45 + VAT)
- Day delegate experiences: £120.00 (£100 + VAT)
- Food tasting:
 - standard:* £600.00 (£500 + VAT)
 - with photography & voice recording :* £780.00 (£650 + VAT)
- Brand audits: £90.00 (£75 + VAT)
- Standards of performance manuals: £900.00 (£750 + VAT)
- Chef recruitment: £600.00 (£500 + VAT)
- Food & Beverage strategies: £900.00 (£750 + VAT)
- Hard hat / Blue print visits: £720.00 (£600 + VAT)
- Upgrade to an AA overnight inspection:
 - 1-3 star:* £480.00 (£400 + VAT)
 - 4 star:* £600.00 (£500 + VAT)
- Additional AA overnight inspection:
 - 1-3 star:* £600.00 (£500 + VAT)
 - 4 star:* £720.00 (£600 + VAT)
 - 5 star:* £840.00 (£700 + VAT)
- Black Star gap report:
 - 1-3 star:* £600.00 (£500 + VAT)
 - 4 star:* £720.00 (£600 + VAT)
 - 5 star:* £840.00 (£700 + VAT)
- Red Star gap report:
 - 1-3 star:* £780.00 (£650 + VAT)
 - 4 star:* £900.00 (£750 + VAT)
 - 5 star:* £1,020.00 (£850 + VAT)

- Spa audit: £90.00 (£75 + VAT)
- General consultancy: £840.00 (£700 + VAT)

Expenses are waived upon departure (see clause 13 overleaf)

3. Payment

We require payment for all consultancy services to be included with this application form.*

Please choose your method of payment:

Cheque

Please make cheques payable to Automobile Association and send together with this form to:
 AA Hotel Services, Fanum House, Basing View, Basingstoke RG21 4EA

Total amount: £ _____

Credit/debit card

Please complete the following details:

Card: Visa: Mastercard: Maestro:

Card number: _____

Expiry date: ____/____/____ Issue number: _____

Cardholder's name: _____

Total amount: £ _____

BACS

Please transfer the total amount to the bank details below quoting HOTEL SERVICES TRAINING as your reference:

HSBC, Poultry & Princes Street branch

Sort code: 40-05-30

Account number: 12233053

Total amount: £ _____

PLEASE POST YOUR APPLICATION FORM TO: AA HOTEL SERVICES CUSTOMER SUPPORT, FANUM HOUSE, BASING VIEW, BASINGSTOKE RG21 4EA.

*Establishments may be invoiced after the services has been provided for additional expenses incurred. Please refer to Clause 13 in the Terms & Conditions or contact AA Hotel Services for further information.

4. Declaration

I apply for the establishment named to receive the consultancy workshop(s) selected. I confirm the information provided is correct and that I accept the terms and conditions set out overleaf.

SIGNED: _____ NAME: _____

POSITION: _____ DATE: _____