This project is part funded by the EU
European Regional Development Fund

West Midlands Collaborative Commerce Marketplace
Competence Profiling Registration

Company Name

Address

Post Code Telephone

Contact Name

Email Address

Specimen

During the next 12 months West Midlands Collaborative Commerce team commits to providing 5 days free assistance to your company. Below is a typical breakdown of how this time will be spent, this framework will be used to capture the time spent in assisting you and will need to be signed off on completion of each phase.

Phase	Activity Detail	Duration (Days)	Signature
1	Competency Profiling of Company to capture expertise and define requirements	1	
2	Refinement and Agreement of Competence Profile	1	
3	Configuration of WMCCM to companies requirements	1	
4	Training in the use of the WMCCM system	1	
5	Further configuration of WMCCM for SME	1	

For the purposes of ERDF European Funding, I declare that my company (as detailed above) falls under the following definition of and therefore is, a Small to Medium Sized Enterprise (SME);

- Business has fewer than 250 employees
- Business has either an annual turnover of up to 40m Euros (approx £27m), *OR* an annual balance sheet of up to 27m Euros (approx £18m)
- Not more than 25% of the business is owned by a larger company (ie. Company with more than 27m Euro turnover or equivalent in assets)

Declaration:

I hereby declare that the details given on this form are true and to the best of my knowledge:

Signed :…… Date:……..
Position within Company:……..

Specimen

Last Updated: 10th Nov 2003