

# Basic Team Leader Profiling

## Submission, Payment & Processing



1. Tell us the date by which you want to receive all of your profiles (the RETURN date) and the number of profiles you wish to have processed in a single batch; a single batch might be a group of delegates which are attending a specific training courses or all members of a particular department/section.
2. Send the above information, in a company headed e-mail, to [basic-questionnaire@evolveleadteam.co.uk](mailto:basic-questionnaire@evolveleadteam.co.uk).
3. We will give you an Order Number and, if this is your first order, an Account Number.
4. We will e-mail you details of when you must send your completed questionnaires to us in order for us to process them (the PROCESSING date) - this will ensure that we can e-mail your profiles to you by the date you requested; normally we require at least one clear working day.
5. We will also send an invoice (**Please note:** for orders of 20 profiles or less we normally require payment in advance. For all others orders we require payment with one week of processing. On-going accounts are billed on a monthly basis).
6. If you haven't already, download the Basic Team Leadership Questionnaire for Courses/Groups from the Evolve LEADTEAM web-site: [www.evolveleadteam.co.uk/html/basic\\_profile.html](http://www.evolveleadteam.co.uk/html/basic_profile.html) (**Requirements:** MS Excel 2003 or better. For on-going Account holders please check for updates).
7. Decide on the date by which you wish to have the completed questionnaires submitted to you (the SUBMISSION date); we recommend that this is at least 24 hours before the PROCESSING date to allow for late arrivals.
8. Open the Questionnaire; this should open on the 'Instructions' sheet, if it does not click the 'Instruction' tab at the bottom of the page.
9. Edit instruction number 3 (this cell is not locked) by entering:
  - i. your Company Name or the name of the person to whom the completed Questionnaires should be sent;
  - ii. the e-mail address in your company to which the completed questionnaires should be sent; and
  - iii. the SUBMISSION date.
10. Once all completed questionnaires have been submitted please send them to [basic-questionnaire@evolveleadteam.co.uk](mailto:basic-questionnaire@evolveleadteam.co.uk) stating your Order Number and your Account Number in the subject box along with the words 'FOR IMMEDIATE PROCESSING'; if you can submit them early this would be helpful.
11. Distribute the Questionnaire via e-mail.
12. We will generate your profiles and send them to you by e-mail to arrive no later than 2.00 pm on the day you requested.

### Additional Information

We can generate hard copies and send them through the post, but the timescales are longer and there is a £1 supplement per profile to cover printing, presentation and postage.

Account Holders with on-going orders can arrange for monthly payment and weekly processing.

We can arrange for immediate processing by return at an additional costs – this will depend on the actual turnaround time required and the numbers of submission to process.

For other special circumstances, general enquiries or feedback on the questionnaire and profiles please contact David Faraday ([d.faraday@evolveleadteam.co.uk](mailto:d.faraday@evolveleadteam.co.uk)).

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