

## BOOKING FORM

Please complete the form, print it, sign it and fax it to: **00 49-4 21 / 2 444 0-56**

Event

Date

Location

Seminar Fee

incl. conference package plus VAT, payable before the start of the workshop. Hotel charges are not included in the seminar fee. Participants make their own arrangements and settle their bill directly with the hotel.

Participant

Company

E-mail (Participant)

E-mail (for the Invitation)

Address

Phone

Fax

Invoice Address

Contact Person

E-mail

Date

Signature

\_\_\_\_\_

### TERMS AND CONDITIONS

All seminar material will be provided by Corporate Training. The seminar fee plus VAT should be transferred to the specified account before the seminar begins. If payment is received later than five working days after the seminar an additional handling fee of € 50,00 will be charged. You will be informed of the venue at least four weeks before the seminar. Cancellations must be in writing. Cancellations received less than four weeks before the seminar begins will be subject to payment of the full fee, unless you are able to send a replacement participant. A charge of € 150,00 will be made for changing a booking to an alternative date.

**CLIENTS RESIDENT OUTSIDE GERMANY PLEASE NOTE!** The 19% VAT must be paid by all participants as the service is being invoiced in the country in which it is provided. Please also be sure to take into account charges for overseas bank transfers and increase your payment accordingly.

### How did you hear about us?

- Corporate Training was recommended to me by
- You contacted me  months ago
- I saw your homepage