INTERNATIONAL BUSINESS SOLUTIONS S.A.

MANAGEMENT SYSTEMS ◆ REGULATORY COMPLIANCE

TRAINING COURSE REGISTRATION FORM

PLEASE fax back to +30 210 4520182 or E-mail to clientservice@ibsnet.gr

Company Details

Company Name:		Date:
Responsible Person's Name:		Telephone:
Job Title/Function:		Fax:
Full Style Address:		E-mail:
Country:	PO BOX:	V.A.T. No:

Attending Personnel & Course Details

	Names of Attending Staff	Course Name	Dates	Cost (€)

	Discounts applicable		Payment Method			
	Persons	Discount	[ ]	Prepayment will be made Discount to be applied	Subtotal	
	1	0 %			Minus Prepayment Disc. 10 %	
	2-4	10 %	[ ]	Payment after course completion (No Discount)	Amount Due (€) excl. VAT	
	5-9	20 %			Plus VAT 19%	
					Total Amount Due (€)	

Terms & Conditions

1. **Fees & Discounts:** Course fees include all handout material, meals, refreshments etc. excl. V.A.T. Fees do NOT include traveling or accommodation expenses. Discounts as specified above and in line with Client Service policy.
2. **Prepayment Discounts:** 10 % discount applicable in case of prepayment (i.e. **5 days** before course commencement).
3. **Payment:** Fees are due within 30 days from training delivery and prior Certification submission. Bank charges (if any) shall be paid by the client and in case effected should be fully refunded.
4. **Registration:** Bookings are made on a first come first served basis. All registrations should be made in writing. IBS maintains the right to reject a request to attend a course for reasons of low or full participation.
5. **Intellectual Property:** Intellectual property rights arising from or relating to the Training, including copyright in the course material belong to IBS. No part of the course material may be reproduced in any form without IBS permission.
6. **FULL REFUND:** In case training provision is deemed substandard the client may either request FULL REFUND or refuse payment. In either case no further questions will be asked.
7. **IBS' Standard Terms & Conditions:** Available at www.ibsnet.gr, valid at all times.

Date :	Name (on client behalf):	Signature:

PLEASE KEEP A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS

2, Afentouli Str., Piraeus, Greece, **Tel**: +30 210 4520410 , **Fax**: +30 210 4520182 **Web Site** : www.ibsnet.gr, **E-mail**: info@ibsnet.gr

Why IBS : 1. World Class Quality 2. Best Value for Money 3. More than 500 clients, 12 years in service

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