

**Booking by Fax: +86 21 6441 7105 or by e-mail: academy@staufen.cn**

We will contact you promptly as soon as we receive your registration.

**Participant:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Training Course: \_\_\_\_\_

Date & Signature: \_\_\_\_\_

**Price Policy:**

Training Type	Price	Member Discount	Register 2 people or to 2 trainings	Register 3-4 people or to 3-4 trainings	Register to 5 people or to 5 trainings
1 day training	¥ 1,800 / 2,500	10%	20%	30%	50%
2 days training	¥ 3,800 / 4,800	10%	20%	30%	50%

**Registration Policy:**

Registration : A) by email - after receiving your email we will send you the registration form. Please fill it in, sign it and stamp it and send it back to us at least 1 week before training date. The registration form will act as contract between us. B) by phone - after received your phone call we will email you the registration form. Please fill it in, sign it and stamp it and send it back to us at least 1 week before training date. The registration form will act as contract between us.

Fee & Payment: A) Company booking - if the registration is made on behalf of a company, payment will be collected by bank transfer to be received at least 3 days before class is scheduled. B) Personal booking - payment will be collected by bank transfer to be received at least 3 days before class is scheduled. C) Corporate training - for payment terms and conditions email us to academy@staufen.cn.\*\*

**Cancellation Policy:**

- a) you are welcome to design a replacement at any time, free of charge
- b) in order to cancel your booking, inform us in writing by email (academy@staufen.cn)
- c) Cancellation within 10 days before event, 50% of training fee is due to Staufen Shanghai. Cancellation 5 days before event, full fee will be charged.

We will make all reasonable efforts to deliver the Course as outlined on the website and in any brochure. However we reserve the right to: - make reasonable adjustment to the timetable, location or presenters specified for a Course; and - make reasonable amendments to the content of a Course when necessary.

We reserve the right to cancel any Course by giving you notice in writing at any time before the Course is due to start. We will refund all fees paid by you or will offer a transfer to another Course as an alternative, subject to your authorization.

\*Possibility to organize in-house trainings

\*\*For ALL BOOKINGS, invoice will be issued only after payment has been completed

请把您填写好的注册表传真至: +86 21 64417105 或者发送邮件至: [academy@staufen.cn](mailto:academy@staufen.cn)

收到您的报名表后, 我们会尽快联系您

#### 注册信息:

姓名: \_\_\_\_\_

公司名称: \_\_\_\_\_ 职位: \_\_\_\_\_

公司地址: \_\_\_\_\_

手机号码: \_\_\_\_\_ 公司邮件: \_\_\_\_\_

公司电话: \_\_\_\_\_ 公司传真: \_\_\_\_\_

培训课程: \_\_\_\_\_

注册日期和签名: \_\_\_\_\_

#### 价目表:

培训类型	价格	会员折扣	2 人报名培训或 参加2个培训	3-4 个人报名培训或 参加3-4个培训	5 人报名或 参加5个的培训
1天培训	¥ 1,800 / 2,500	10%	20%	30%	50%
2天培训	¥ 3,800 / 4,800	10%	20%	30%	50%

#### 注册政策:

注册: A) 通过邮件方式 - 收到您的邮件后我方会发出注册表格。请填写, 签署, 盖章并至少在培训日期前的一周发送至我们。注册表将被视为与您签署的合同。

B) 通过电话方式 - 收到您的来电后我们将以邮件的形式给您发送注册表格。请填写, 签署, 盖章并至少在培训日期前的一周发送至我们。注册表将被视为与您签署的合同。

费用 & 付款: A) 公司预定 - 如果注册是代表公司来进行的, 付款将在课程开始前的3天转账到我公司的银行账户中。

B) 个人预定 - 付款将在课程开始前的3天转账到我公司的银行账户中。

C) 企业培训- 支付条款及条件请发送邮件至 [academy@staufen.cn](mailto:academy@staufen.cn)。 \*\*

#### 取消政策:

a) 您可随时, 免费进行更改, 调换。

b) 为使您能够取消预定, 请以邮件的形式告知我们 ([academy@staufen.cn](mailto:academy@staufen.cn))。

c) 在项目开始前10天内取消预定者, 诗道芬将收取费用的50%。在项目开始前5天内取消预定者, 诗道芬将全额收取费用。

我们将严格遵循网站或任何手册中列明的项目来进行课程交付。然而诗道芬对如下保留权力: - 针对指定课程对时间, 地点及人员进行合理调整; 及 - 必要时对课程内容进行合理的修订。

我们保留在课程开始前的任何时间以书面形式告知您取消任何课程的权利。依据您的意愿, 我们将全额退款或提供转到其它课程的备选方案。

\*可进行内部培训

\*\*对于所有预定, 在交齐所需费用之后即提供发票

# STAUFEN.

GERMANY.SWITZERLAND.CHINA.POLAND.ITALY.BRASIL