



NEGOTIATING SKILLS - TERMS OF BUSINESS

1. All prices, which will be quoted in writing, will remain valid for a maximum period of six months from the time of quotation unless extended in writing.
2. Formation-Négociation.Com reserves the right to vary the trainers on each course without notice.
3. We must be consulted in advance about the suitability of any training venue arranged by the client.
4. The Client is responsible for any charges made by the hotel in respect of cancellation or non-arrivals; meeting room hire, provision of a screen, flip-chart paper and any charges incurred by their participants and not settled on departure.
5. The Client must indemnify Formation-Négociation.Com for any damage or loss caused to Formation-Négociation.Com's equipment whilst being stored on the client's premises or whilst being operated by the client's staff.
6. The maximum number of participants on each course will be twelve (12). Formation-Négociation.Com reserves the right to refuse instruction to any participants in excess of this number.
7. The minimum number of participants attending each course will be six (6). If the number of participants falls below this number then Formation-Négociation.Com has the right to cancel the course.
8. If less than six participants are in attendance by the end of the first session then the course will be cancelled automatically and the participants sent home.
9. In the event of cancellation all fees will be charged in full.
10. Formation-Négociation.Com reserves the right to ask any participant to leave the course if their behaviour is judged to be disruptive.
11. Formation-Négociation.Com reserves the right to modify the course contents and timetable to suit the course requirements.
12. The Client is responsible for the cost of food and accommodation for the course trainer (and the video operator if one is required), for the duration of the course and for their travel costs from their home address.
13. Intellectual Property Rights
All Intellectual Property Rights discovered or generated by Formation-Négociation.Com as a result of its performance of the Contract shall belong to Formation-Négociation.Com.

FORMATION-NEGOCIATION.COM – NEGOTIATION-TRAINING.EU

Head quarter: 66, avenue des Champs Elysées – 75008 PARIS - SARL au capital de 10 000 Euros – N° de Siret : 502 704 711 00014

Training registration number – Préfecture de Région d'Ile de France : 11 75 42835 75

Sales Office : 549 chemin de Fontfouranne – 06480 La Colle Sur Loup – Tel. : +33(0) 971 222 971

Websites : www.formation-negociation.com – www.negotiation-training.eu

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14. The Client must take all reasonable steps to ensure that course joining instructions are sent to the participants in advance and that are made aware of the client's policy on charging drinks and other expenses.
15. **CANCELLATION:** In the event of a client cancelling a course there will be a cancellation charge. Notice of cancellation or postponement must be given in writing. Where such notice is received less than eight full weeks but more than 4 full weeks in advance of the date of the commencement of the course then half (50%) of the fee will be payable. Where less than 4 weeks notice is received then the fee will be payable in full. Postponement of the course to a different week counts as a cancellation.

We use the HBDI assessment tool with 120 Euros + VAT licence fee/participant for each of our training. If a participant who has already answered the HBDI questionnaire is replaced by another participant, the company will be invoiced another 120 Euros licence fee + VAT.

16. For public access trainings, payment is due before the course starts. For in-house trainings, 30% of global training amount is due on the date of order. Payment of invoices is due 30 days after the date of the invoice.

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