

TRAINING ORDER FORM

(please return by email duly signed at academy@alten.be)

▶ TRAINING

- Title:
- Starting Date:
- Duration:

▶ PARTICIPANT

- First Name:
- Last Name:
- Job Title:
- Email:
- Meal Request:

▶ CONDITIONS

- The training will be given in English.
- The trainings can take place from 1pm to 8pm or from 9am to 5pm depending on the topic chosen.
- Coffee is available from 8.30am.
- Location of training:
 - ALTEN Belgium Office
 - Excelsiorlaan 43
 - 1930 Zaventem
 - Belgium
- Prices includes lunch and refreshments.
- All prices are in euros, VAT excluded and valid until 31/12/2017

▶ INVOICE

- Company:
- Contact:
- Email:
- Phone:
- Address:
- VAT Number:
- Comment:
- Price:
- Date & Signature:

- In case of cancellation between 6 weeks and 2 weeks before the start of the course, 20% of the course fee will be invoiced. In case of cancellation less than 2 weeks before the start of the course, the full course fee will be invoiced.
- Course participants can be replaced at any time.
- Discount (excl. vouchers) for additional participants from the same organization: 5% discount for 2nd participants, 10% from 3rd participants. These discounts are granted on your invoice.
- Invoices are to be paid before the beginning of the training.
- All training courses include training material in English.



ALTEN