Choose the required course by the cross in the first column in the table below.

|  |  |  |
| --- | --- | --- |
|  | **Course**  (Accredited course including certification exam – PeopleCert) | **Price** without VAT, per person, including certification exam |
|  | Mastering IT Support Delivery – Operational Manager Certificate | 33 860 Kč |
|  | Mastering IT Support Delivery – Aspiring Manager Certificate | 33 860 Kč |

|  |  |
| --- | --- |
| **Date and time** |  |
| **Course participants** | Name, email, phone, certification exam yes/no  Example: John Brilliant, [*john.brilliant@mail.com*](mailto:john.brilliant@mail.com), +420 602 111 111, yes  Name 2, email, phone  Name 3, email, phone  Name 4, email, phone |
| **Total course price** |  |

|  |  |
| --- | --- |
| **Company name** |  |
| **Company address** |  |
| **Billing address** |  |
| **Contact person - name** |  |
| **Contact person - phone** |  |
| **Contact person - email** |  |
| **VAT / IČO** |  |
| **DIČ** |  |
| **Your order number** | Optional – will be on the invoice |

# Appendix

# Conditions

1. The registration form should be sent as MS Word or PDF scan to e-mail: [info@q4it.eu](mailto:info@q4it.eu) .
2. VAT will be added to the course price according to law. The invoice payment period is 30 days.
3. Invoice is submitted after course.
4. Cold, hot drinks, lunch included in course price. If the course takes place in the customer property the refresh is provided by the customer.
5. All participants will receive the certificate of the course passing.
6. When the participant passes the certificate.
7. A total number of participants is limited to 14, organization details will be sent latest 5 days before the course date.
8. The course details will be sent to the participants latest 5 days before the course.
9. Cancelation fees

More than 2 weeks – no fee  
Less than 2 weeks – 50% of the registration fee  
Less than 5 days – 100% of the registration fee

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