ORDER/REGISTRATION FORM

FORD AUS- UND WEITERBILDUNG e.V.

Ford Aus- und Weiterbildung e.V.
Person to contact: **Manuela Corona**
Henry-Ford-Str. 1
D-50725 Cologne

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A SUPPLIER DATA			
Supplier Code		Company	
Street		Contact	Phone
Postcode	Place	VAT_ID	
Internal Order No. PO (optional)		Accounting Contact	Phone

B INVOICE ADDRESS (just in case the invoice address is differnet to the company address above)	
Company	
Street	
Postcode, Place	

C PARTICIPANT DATA

No	Mr / Mrs	First Name	Last Name	E-Mail
1				
2				
3				
4				
5				
6				

D COURSE DATA

PT No.	Course	Dates	Online / Classroom	Price / PT [EURO]

Each participant is obliged to bring the materials mentioned in the course description along with him/her to the course and to work through any course material which is sent in advance. In addition, the conditions for Ford supplier training, which are provided in writing overleaf, pertain.

Date Legally binding signature Company seal

FORD AUS- UND WEITERBILDUNG e.V.

Important for your order/registration for training

Course provider

Supplier training is developed and carried out by Ford Education and Training e.V or or in co-operation with Ford-Werke AG

Order/ registration

Please use only the form overleaf for your order/registration. We request your order/registration in good time and at the latest two weeks before the start of the course we have specified. The address is provided overleaf. The order/registration becomes binding on both parties once it has been confirmed in writing by us.

Hotel service

It is possible to book a hotel through the "American Express" travel agency at Ford (tel. 0049-221/90-16741, fax 0049-221/90-12677, opening hours: 8:00 am-4:00 pm). Reservation has to be made via fax under reference "Supplier Training", course designation, location and date, name of traveller, company and adress, credit card number and validity term.
If you cancel participation or if the course is moved to another venue, it is necessary to cancel your hotel booking through the travel agency.

Participation fees

The participation fees for courses at Ford are net prices. They are due for payment incl. V.A.T. on receipt without any deductions of discounts, etc. Costs for travel, accommodation, meals, telephone calls, etc. are not included in the participation fee.

Course price

Our prices for giving courses at your company are net prices. The travel expenses incurred by the trainer in giving a course will be charged in a separate invoice. The course price and the travel expenses are due for payment, including applicable V.A.T., and without any deduction of discounts, etc. on receipt of our invoice.

Performance

We reserve the right, in the framework of quality control, to change trainers and to make any other necessary changes to the course programme.

List of participants

Our trainer keeps a list of participants for each course. It is to be regarded as a delivery docket and will be passed on to us.

Ford house rules

The "Conditions of admittance for non-Ford employees and visitors" pertain for presence on the grounds of Ford plants - limited to points which are relevant to participating in a course. Applicable rules are named on the back of the Ford visitor's slip.
You obtain this visitor's slip from the guard or receptionist at the entrance gate.

Cancellations/ refunds

A cancellation of participation must be made in writing.
Please note that, because of the limited number of participants in Ford courses, we have to charge cancellation fees for late cancellations. If a cancellation reaches us later than one week before the course starts, the full participation fee has to be paid. In the case of supplier training on location, cancellation of a binding, agreed date must have reached us at the latest two weeks before the course was due to start. In the case of late cancellations, the full course price has to be paid.

Training aids

If the training is carried out at your company, you must make the required equipment available in the training room. This equipment includes as standard an overhead projector (1), projection screen (1), flip chart (1), presenter's board (2) as well as the necessary accessories. Any deviations from this standard equipment and necessary supplements will be discussed and agreed on well in advance.

Liability

If a course has to be cancelled for reasons for which we are responsible, only pre-paid participation fees will be refunded. Any further claims are excluded. For damage for which we are responsible we are only liable in the case of malicious damage or gross negligence, no matter what the legal basis for the claim is. This pertains also to damage which our trainer is responsible for when performing training on your premises.

Data protection

We call your attention to the fact that the data gathered by the course giver concerning the customer and the participants are stored under the conditions allowed by the Federal Law on Data Protection so that we will be able to send you information in future.

Ford Education and Training e.V, Oct 2022