

**REGISTRATION FORM FOR SUPPLIERS**



Ford-Werke GmbH  
 Aus- und Weiterbildung (NJ/129)  
 Henry-Ford-Str. 1  
 50725 Köln  
 per e-mail to: \_\_\_\_\_

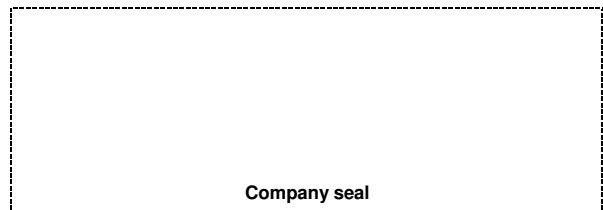
A COURSE DATA			
Course Code	Course Title	Course date (if known)	Course Price (EUR)

PT- No.	Last name	First name	E-mail	Price/PP (EUR)
1				
2				
3				
4				
5				
6				

C SUPPLIER DATA	
GSDB Code:	Company:
Address:	
Tel:	
Postcode:	City:
Fax (if appropriate):	
Domestic or VAT-Number or Tax ID:	
E-mail:	
Training Co-ordinator/ Contact person:	
Order Number:	

D BILLING ADDRESS <input type="checkbox"/> see above	
Company	
Address	
Postcode, City	

\_\_\_\_\_ **Date - Legally binding signature**





## Important for your order/registration for Ford training

<b>Course provider</b>	Training is provided by Ford-Werke GmbH.
<b>Order/ registration</b>	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.
<b>Hotel service</b>	It is possible to book a hotel through the "American Express Global Business Travel" agency at Ford (tel. 0049-221/90-16741, fax 0049-221/90-17914, opening hours: 8:00 am-4:00 pm). Reservation has to be made via fax and state "Supplier Training". Please quote course title, location and date, name of traveller, company and address, credit card number and expiry date. 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.
<b>Participation fees</b>	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.
<b>Course price</b>	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.
<b>Performance</b>	We reserve the right, in the framework of quality control, to change trainers and to make any other necessary changes to the course programme.
<b>List of participants</b>	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.
<b>Ford house rules</b>	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.
<b>Cancellations/ refunds</b>	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 2 weeks 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 2 weeks before the course was due to start. In the case of late cancellations, the full course price has to be paid.
<b>Training aids</b>	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.
<b>Liability</b>	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.
<b>Data protection</b>	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 legislation on Data Protection.
<b>Payments</b>	If for any reason the invoice you receive after the training course is not settled by the date requested, then Ford-Werke GmbH will not be able to accept any further registrations for training from your company until this has been rectified. Should Ford-Werke GmbH identify a balance payable to your company, then the amount due to Ford-Werke GmbH for training will be offset against this. Arising bank charges shall be covered by the customer.

Ford-Werke GmbH, Aus- und Weiterbildung