**ORDER FORM**

By signing this Order Form, **.....................................................** (company name)agrees to and abides by Open Mind Consulting terms and conditions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Seminars** | **Fee (Rs)per**  **participant** | **No. of**  **participants** | **TOTAL (Rs)** |
|  |  |  |  |
| **TOTAL** | | |  |

**DETAILS OF PARTICIPANT/S**

**Name of Participants ID Number Veg / Non-Veg**

**……………………………………….………. ………………………………….… ……………………………………**

**………………………………………….……. ……………………………………. ……………………………………**

*(please send list of participants in this format on an excel sheet )*

**DETAILS OF ORGANISATION**

**Name of HOD/ Manager : ……………………........**

**Signature : ……………………........**

**Date : ………………...............**

**Name of Accountant : ..................................**

**BRN : ..................................**

**VAT : ..................................**

**Payment Terms**

All cheques should be made payable to **Open Mind Consulting Ltd**

100 % of the amount payable upon reception of our invoice, which is sent to you as soon as the signed proposal is received by Open Mind Consulting Ltd.

**Cancellation Fee**

50% cancellation fee is applicable if cancellation is made more than 2 weeks prior to training

100 % cancellation fee is applicable if cancellation is made less than 2 weeks prior to training

SIGNATURE :.................................................................. NAME : .................................................................

DATE : .............................