



MACHWÜRTH TEAM INTERNATIONAL

Prices and Conditions

Customised Solutions

Effective 06/2018

We bring your strategy to life!

Training & Consultancy

- Management & Leadership
- Marketing & Sales
- Customer Service
- Project Management
- Teambuilding & Outdoor
- E-Learning Programs



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MTI Guarantee of Satisfaction

We want you to be enthusiastic about our work and to actively recommend MTI.

At the start of the project, we develop goals that can be measured in terms of quality and quantity. We evaluate the success of the project with you on that basis.

During the first consultation meeting, which is free of charge, we develop the basis for a promising approach. After the meeting, we develop a specific proposal including a cost calculation which will be discussed by the project's decision makers.

Goals, a possible approach, roles, time schedules, mandate and budget will be discussed at that meeting.

After that you decide whether you want to work with us.

Should we not provide the services that you need, we will reimburse your investment in our services.

Perfectly Customised Services

Service Level Standard

- › Training is conducted by MTI
- › MTI's standardised concept or customer concept
- › Organisation of the training is done by the customer

Service Level Premium

- › Training is conducted by MTI
- › MTI develops customer specific concept
- › Organisation of the training is done by the customer

Service Level Full Service

- › MTI develops customer specific concept
- › Training is conducted by MTI
- › Training is organised completely by MTI
- › Organisation of travel and hotel arrangements, establishing a learning platform including all documents, participant invitation
- › Result documentation, evaluation, controlling of budget
- › Development of customised seminar material, printing and sending of seminar material
- › Quarterly status overview, hotline for participants

Realising visions and strengthening people as well as companies – that has been our passion for more than 25 years.

We bring your strategy to life!

Price category according to services

Price category 1	Senior Consultant		Consultant		Junior Consultant	
	Concept day	Project day	Concept day	Project day	Concept day	Project day
Strategy development Strategy consultation	3.000 €	3.800 €	2.400 €	3.000 €	1.600 €	2.000 €
Organisational development Process supervision	2.500 €	3.200 €	2.200 €	2.600 €	1.600 €	2.000 €
Personnel development Training	2.200 €	2.700 €	1.700 €	2.200 €	1.100 €	1.300 €

Price category 2	Senior Consultant		Consultant		Junior Consultant	
	Concept day	Project day	Concept day	Project day	Concept day	Project day
Strategy development Strategy consultation	2.400 €	3.100 €	2.000 €	2.400 €	1.300 €	1.600 €
Organisational development Process supervision	2.100 €	2.700 €	1.800 €	2.200 €	1.200 €	1.400 €
Personnel development Training	1.800 €	2.200 €	1.500 €	1.800 €	900 €	1.100 €

Price category 3	Senior Consultant		Consultant		Junior Consultant	
	Concept day	Project day	Concept day	Project day	Concept day	Project day
Strategy development Strategy consultation	2.200 €	2.800 €	1.800 €	2.200 €	1.200 €	1.400 €
Organisational development Process supervision	1.800 €	2.400 €	1.600 €	1.900 €	1.000 €	1.300 €
Personnel development Training	1.600 €	2.000 €	1.300 €	1.600 €	800 €	1.000 €

Plus VAT

Price category 4	Senior Consultant		Consultant		Junior Consultant	
	Concept day	Project day	Concept day	Project day	Concept day	Project day
Strategy development Strategy consultation	1.900 €	2.500 €	1.500 €	1.900 €	1.100 €	1.300 €
Organisational development Process supervision	1.600 €	2.100 €	1.400 €	1.700 €	900 €	1.100 €
Personnel development Training	1.400 €	1.800 €	1.100 €	1.400 €	700 €	800 €

Price category 5	Senior Consultant		Consultant		Junior Consultant	
	Concept day	Project day	Concept day	Project day	Concept day	Project day
Strategy development Strategy consultation	1.600 €	2.100 €	1.300 €	1.600 €	900 €	1.100 €
Organisational development Process supervision	1.400 €	1.800 €	1.200 €	1.400 €	800 €	1.000 €
Personnel development Training	1.200 €	1.500 €	1.100 €	1.200 €	600 €	700 €

Plus VAT

Price category of the regions

Europe

	Price category
Belgium	2
Bulgaria	2
Denmark	1
Germany	2
Estonia	1
Finland	1
France	2
Greece	3
Great Britain	2
Ireland	3
Iceland	5
Italy	2
Croatia	3
Latvia	1
Lithuania	1
Luxembourg	2
The Netherlands	2
Norway	1
Austria	2
Poland	3
Portugal	2
Romania	4
Russian Federation	1
Sweden	1
Switzerland	1
Serbia	3
Slovakia	3
Slovenia	3
Spain	2
Czech Republic	3
Turkey	3
Ukraine	3
Hungary	3

North America

	Price category
USA	1
Canada	1
Mexico	3

Latin America

	Price category
Argentina	2
Brazil	1
Chile	3
Colombia	4
Paraguay	4
Peru	4
Venezuela	4

Africa

	Price category
Egypt	3
Algeria	4
Cameroon	5
Kenia	5
Libya	3
Morocco	3
Namibia	5
Nigeria	3
South Africa	2
Tunesia	3

Australia/Oceania

	Price category
Australia	1
New Zealand	1

Asia

	Price category
China	1
Hongkong	1
India	3
Indonesia	2
Iraq	3
Japan	1
Kazakhstan	4
Quatar	2
Republic of Korea	2
Lebanon	4
Malaysia	2
Mongolia	4
Oman	2
Pakistan	4
Philippines	4
Saudi Arabia	2
Singapore	2
Sri Lanka	2
Taiwan	1
Thailand	3
United Arab Emirates	1
Vietnam	4

Specific services during the organisation of the seminar

Previous day seminar opening

0,25 Project days
 according to price
 category

For customer specific requirements

Support / Administration per hour

60 €

IT / Programming per hour

90 €

Graphic design

60 €

Translations

Invoiced at cost

Price list for documentation / material

Participant manual

20 € bis 35 €

Textbooks

Invoiced at cost

Moderation material

15 € bis 80 €

Seminar technology

Online Meeting

90 €/ hour

Conference calls

90 €/ hour

Costs for technical equipment needed for the seminar (e.g. projector) at the hotel will be charged

Invoiced at cost

MTI Learning Management System (LMS)

The MTI Learning Management System is a complex, web-based infrastructure for organizing learning processes. This is a software installed on a web server which supports providing and using learning contents. It also provides tools for cooperative working and user administration. The MTI LMS is available in over 30 languages.

250 € setup
 10,00 € per user
 90,00 € technical
 support per hour

Hotel service

We are happy to organize and book the hotel for your seminar
 (Fees for any hotel cancellation will be charged on)

150 € per event

Result documentation

Up to 20 pages

25 €

Up to 50 pages

30 €

Up to 70 pages

50 €

Up to 100 pages

60 €

Shipping of material by mail or courier

Invoiced at cost

Plus VAT

Travel costs

Fare

Travel by car	0,80 € per km
Hire car (low-medium end of range), taxi	Upon receipt

Travel by train

Regional	2nd class
Long Distance	1st class

Flight

Short haul, up to 5 hours flight time	Economy
Long haul	Business

Accommodation

Category of hotel in accordance with client	Upon receipt
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All figures indicated are net and do not include VAT or any local taxes (if applicable).

General Terms of Business

Machwüth Team International GmbH

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27374 Visselhövede
Phone: +49 4262 93 12 0
Fax: +49 4262 38 12
Email: info@mwteam.de

Managing Director: Hans-Peter Machwüth

The company is registered in the registry court of Walsrode
(the company's seat is Visselhövede) No. HRB 70671

The company's (local company's) General Terms of Business govern the co-operation with clients in the area of consultancy and training services for personnel and organisational development.

Contractual structure

The order / co-operation with the client is concluded upon the acceptance of the client's offer. The order is confirmed by the contractor and, based on the offer accepted, covers the full scope of the order.

Special agreements, amendments and supplements to the contract also require a written agreement between the client and the contractor.

Possibly deviating General Terms of Business of the client will not be accepted.

Services

Individual details relating to the task, procedure and nature of the working documents to be supplied shall be specified by the contracting parties in written agreements as will details concerning the beginning and anticipated completion of the contract, the possible services and the anticipated fees and secondary costs resulting from the contract as a whole and from individual phases of order implementation. The object of the contract is the fulfillment of the agreed services and not the achievement of a specified commercial result.

The contractor shall provide the services through his employees and/or freelancers.

The scope, form, subject matter and aim of the training and consultancy services are described in the offer and its related order confirmation.

Remuneration

The order confirmation is definitive for the amount of the costs.

Optionally, a daily or flat rate fee shall be agreed for consultancy services and events. This will be specified in the order confirmation.

Should nothing to the contrary be agreed, the validity period for the fees specified at the time of awarding the order is limited to one year.

The payment plan agreed in the order confirmation is definitive for the contractor's invoicing.

All accounts receivable are due for payment in full within 10 days of invoice date. Any right to offset or retention with regard to due claims for payment is excluded.

In case of late payment, the contractor is entitled to calculate and charge interest for late payment.

All amounts shall be subject to the legally applicable rate of VAT.

Secondary costs

Insofar as the contractor's own technical systems have not been used, the use of technical resources shall be charged separately according to the cost incurred in agreement with the client.

Surcharges can be imposed and agreed for events at weekends and/or on public holidays.

Expenses incurred by the contractor as a result of his co-operation with the client and which are payable by the client in accordance with the order confirmation must be paid in full upon receipt of invoice.

Travelling expenses

Travelling expenses will be charged in addition to the agreed daily fee.

Accommodation costs such as hotel, subsistence etc. will be borne by or charged to the client.

Payment of travelling expenses shall be made in accordance with the actual costs. The contractor must be reimbursed for the cost of public transport incurred and evidenced:

Regional	Train 2nd class Flight short haul up to 5 hours flight time: Economy
Long Distance	Train 1st class Flight Business Class

Invoicing

The invoices are sent electronically.

The invoice documents are transmitted in the form of a PDF document without certified electronic signature via email.

These documents correspond to the legal regulations on the pretax deduction and replace the invoices that have been sent in paper form up to now.

(acc. to §14 paragraph 1 sentence 8 nF, recast §14 paragraph 1 and 3 UstG, article 5 no. 1 Tax Simplification Act 2011 from 01.11.2011)

The participation in this procedure is free of charge for the recipient.

Technical requirements for the receiver are limited to the e-mail programs (e.g. Microsoft Outlook) and Adobe Acrobat Reader.

The operationally necessary information will be transmitted together with the order confirmation.

Payment

The payment must be made in the agreed currency.

If payment is made in another currency and the exchange rate varies by more than 5% from the time the order is confirmed to the time of invoicing, MTI reserves the right to adjust the billing to the current exchange rate.

Unless otherwise agreed, the invoice will be issued upon completion of each event.

Assuring service

The client recognises the contractor's copyright that applies to the works and documents created by the latter.

Copying and/or distributing the aforementioned works by the client requires the prior written approval of the contractor.

The client assures that no copyrights and/or other rights of third parties pertain to the works which he has provided for the fulfillment of the order.

The client shall inform the contractor continuously of all circumstances which are significant for the preparation and implementation of the order before and during the agreed period of co-operation. The client shall appoint a responsible contact person.

Should the client appoint third parties to fulfill part of the concept and/or the order, the contractor must be awarded the order for co-ordinating such orders in order to ensure compliance with the conceptual and didactic requirements.

The contractor is also entitled to offer his services to the client's competitors insofar as nothing to the contrary has been agreed at the time of awarding the order.

Client's obligation to co-operate

The client is obliged to make every effort to support the contractor in providing consultancy and especially to create all necessary conditions within his sphere of operations which are required to ensure the proper fulfillment of the order.

Use of the company name of the client for reference after completion of the project will be agreed by the client. The use of signs/characters of the client takes place with the permission of the client.

Loyalty obligation

Client and contractor undertake to be loyal to each other. In particular, employing or otherwise engaging employees, former employees or freelancers of the contractor, who have been active in fulfilling the order, should be avoided before the expiry of twelve months after the termination of co-operation.

Contractor's obligation to maintain confidentiality

The contractor is obliged to maintain silence concerning all facts of which he gains knowledge in connection with his activity for the client and especially to treat information about the client's company and business secrets as confidential and not use it outside the scope of the order for himself or to pass it on to third parties. This also applies to such circumstances as are or will be of fundamental significance for the client's business activities insofar as they are not generally accessible or known.

Illness and termination

Incidences of Force Majeure, which make it considerably more difficult or impossible for the contractor to perform his services, shall entitle him to postpone his obligations for the period of such hindrance and for an appropriate initial period. Strikes, lock-outs and similar measures shall be considered as equivalent to Force Majeure insofar as they are unforeseeable, serious and no blame is attached to them. The contractor shall notify the client immediately concerning the occurrence of such an event.

If third parties, upon whom the contractor is dependent for fulfilling the order, do not fulfill their obligations or do not fulfill their obligations towards the client in good time as a result of circumstances which, pursuant to the previous paragraph, would have constituted Force Majeure for the contractor, such non-fulfillment or late fulfillment by these third parties shall also constitute Force Majeure for the contractor himself with regard to the client.

If the contractor cannot comply with a deadline for fulfilling the service due to Force Majeure, illness, accident or other circumstances for which the contractor is not responsible, the contractor shall be entitled to fulfill such service subsequently on a new date to be mutually agreed. In such a case, any obligation to pay compensation for damage is excluded.

In case of the illness of a consultant/trainer - except in cases of Force Majeure - the contractor is obliged to provide an adequate substitute consultant/trainer immediately. Should this not be possible, the costs incurred by the customer (travelling expenses for journeys already booked, possible cancellation fees for hotels and seminar rooms) will be borne by the contractor.

Where an appointment cannot be kept by the client, the contractor shall try to fill such appointment in another manner. Where this is successful, only an administration charge amounting to 10 percent of the agreed fee plus expenses must be paid. If the appointment cannot be filled in another manner, the following cancellation fees must be paid in case of cancellation:

For cancellations up to 12 weeks before the agreed appointment:	25% of the fee
For cancellations up to 6 weeks before the agreed appointment:	50% of the fee
For cancellations up to 3 weeks before the agreed appointment:	75% of the fee
For cancellations up to 1 week before the agreed appointment:	100% of the fee

Warranty

The contractor shall carry out all work with the greatest of care and in observance of selecting professionally and topically well versed employees/freelancers.

Should the contractor's service be faulty despite the careful participation of the client, the client is entitled to the immediate rectification of such faults. Initially, he can demand reworking. If the fault cannot be rectified by once repeated reworking, the client is entitled to rescind from the contract due to poor performance or demand an appropriate reduction in the remuneration.

Obvious inaccuracies (writing errors, calculation errors, formal errors etc.) in notes, reports, documents etc. can be corrected by the contractor at any time - even towards third parties. However, any claim to the correction of such obvious errors is excluded where a corresponding complaint is not lodged with the contractor immediately after gaining knowledge of them.

The client must raise an immediate claim in writing for the correction of errors.

Scientology clause

The contractor accepts the following conditions:

1. Not to work for technology of L. Ron Hubbard (for example, the technology to run a business) and / or any other technology related to Scientology, but to reject it completely;
2. To attend any courses, courses and seminars according to the mentioned technologies themselves or to induce or advertise at others and
3. Non-member of the IAS (= International Association of Scientologists).
4. The statements referred to in points 1 to 3 also apply to persons performing events on behalf of MTI.

Liability

The contractor shall be liable for employing properly qualified employees/freelancers with the specialist and technical expertise in the other relevant specialist areas required to fulfill the order and also for their continuous support and supervision in the execution of the order (project support).

The contractor shall not be liable for minor negligence excepting for claims for damage due to non-fulfillment. Otherwise, the contractor's liability - insofar as legally permissible and regardless of its legal justification - is limited to the order value without VAT, however up to a maximum value of EUR 30,000.00.

The contractor shall not be liable for loss of profit, savings not realised, damage due to recourse taken by third parties, indirect and subsequent damage and recorded data.

Data protection

1. Data collection

1.1. Personal data

1.1.1. By personal data we mean your information in our forms, such as name, first name, postal address, postal business address, email addresses, date of birth and telephone numbers.

1.1.2. Personal data is only collected if this information is expressly provided by you, eg. as part of the registration or an order / online order.

2. Data Use

2.1. Personal data

2.1.1. Your transmitted personal data will be collected, stored and processed by us, as necessary, in order to provide you with the products and services we have requested.

2.1.2. To facilitate this task, an exchange of your data with third parties involved in the order processing may take place. In addition, your personal data will not be disclosed to third parties, unless the disclosure is required after reasonable acceptance for the legal protection of other users:

- due to mandatory legal regulations;
- to defend and protect the rights of the "Machwürrh Team Corporate and Personnel Development GmbH"
- or you yourself agree to the disclosure in advance.

2.1.3. The personal information that you provide to us will be used by us for correspondence with you or for the purposes for which you provide us with the data. For a given occasion, we will use the data to inform you about new products and services and to inform you about changes and news within the "Machwürrh Team Corporate and Personal Development GmbH".

2.1.4. With personal data, the "Machwürrh Team Corporate and Personal Development GmbH" in accordance with the provisions of the Federal Data Protection Act and the Teleservices Data Protection Act.

3. Consent

1. By transferring your personal data, you declare your consent to the described processing of the data and their use. We will take reasonable precautions to protect the security, integrity and intimacy of your information.

4. Contact details / your rights

4.1. Your rights: You have a right to information about the personal data stored about you and also a right to immediate correction of incorrect data, blocking and deletion of personal data. You can object to the use of personal data for advertising purposes at any time. We hereby expressly point out that our employees are obligated under the Federal Data Protection Act to safeguard data secrecy.

4.2. Contact: If you would like information about your personal data or its correction or deletion, please send us an email to: datenschutz@mwteam.com

Miscellaneous

Should individual provisions of this these General Terms of Business be or become invalid, this shall not affect the validity of the remaining provisions. With regard to the invalid provision, both parties are obliged to provide a substitute provision which most closely approximates to the intended purpose.

Insofar as permissible, the state law applicable at the contractor's company headquarters shall apply to this contract and its implementation.

The court of jurisdiction is located in the town where the contractor has his company headquarters.

Contact us

Imprint

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For further questions or information please do not hesitate to contact us!

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MTI Website



MTI Toolbox

