

## **PRICES 2020**

### **for conducting courses and seminars**

Basic Fee	DKK.	3,000
Full day (more than 4 hours)	DKK	9,000
Half day (3 – 4 hours / max. 4 modules)	DKK	5,000
Modules of 45 minutes excl. breaks	DKK	1,500
Travel time for each full hour rounded up/down <sup>1)</sup>	DKK	500
Other services		Price as per agreement

In case the services are or become subject to Danish VAT such VAT is added according to applicable rates.

Rent of venue, travel expenses, Hotel accommodation, food, seminar material and other out of pocket expenses accruing for the conduct of courses and seminars must be paid by the client or reimbursed by the client according to invoice. Time the arrange and prepare for the course will not be part of the calculation of the time spent for the course since these elements have been taken into account in the price stated.

Prices apply for one calendar year at a time. Prices for the following calendar year are stipulated at the latest on 1 December.

When more than 20 persons participate a surcharge of 25 % will be added + 15 % for each group of additional 10 participants, however max. 50% surcharge (in case of more than 40 participants, max. number of participants subject to agreement). No surcharge on travelling.

### **CANCELLATION**

If cancellation is requested at least 3 weeks before the time agreed for the course / seminar no fee will be charged.

If cancellation is requested later than 3 weeks before the time agreed for the course / seminar, but at least 1 week before the course, 50% of the normal fee shall be.

If cancellation is requested later than 1 week before the time agreed for the course / seminar the full fee shall be paid.

If cancellation is requested later than 3 weeks before the time agreed for the course / seminar out of pocket expenses that cannot be cancelled/refunded shall also be paid.

---

<sup>1)</sup> Travel within the Greater Copenhagen area (not beyond Køge, Roskilde, Hillerød) is not charged separately; however, in case of travels beyond that the travel time and waiting time will be charged with the quoted hourly fee.