

# Polling System Order-Form

Please complete all the fields below.

## POLLING SYSTEM ORDER

Session Title/Name

Session Number

Date

Time

Room

Expected Number of Participants

## POLLING FEES\*

Polling Setup Fees

**€ 750.00**

Polling Fee per Participant

**€ 4.00**

\* Polling fees include a setup fee and a fee per participant.

Participants are being invoiced based on the estimated number provided to CTI.

**TOTAL**

EUR

## INVOICE RECIPIENT

Company

Contact person

Email

Address

Phone

VAT (UID) Number

## CTI GENERAL TERMS & CONDITIONS

### Invoicing and payment terms

- Invoicing takes place in one instalment (100:0)
- Payment can be via credit card (Visa, MasterCard and American Express) or via bank wire transfer.
- All quoted prices are excl. 20% VAT; VAT will appear on invoices.
- Invoices must be paid in full, incl. corresponding fees, within two weeks of the invoice date.
- All payments made by credit card will be assessed a 5% processing fee, added to the invoice, and charged at the time of processing.

### Order confirmation

CTI Meeting Technology requires your signed order confirmation to start preparations and initiate your project.

### Ordering deadline

The ordering deadline is 10 days prior to the event: March 10<sup>th</sup>, 2023. Late orders are subject to a surcharge of 25%.

### Cancellation

Orders can be canceled until the order deadline without penalty. Cancellations after the deadline are subject to a cancellation penalty of 50% of the total order value.

### General Terms and conditions

The quote and related activities are subject to the General Terms and Conditions of CTI Meeting Technology GmbH.

## PAYMENT

**Credit Card:**     VISA     MASTER CARD     AMERICAN EXPRESS (AMEX)

Number

Exp. Date

Name

CSC/CVV\*

\*CSC/CVV security codes: For Visa/MasterCard the CSC/CVV code is the last 3-digits of the number shown on the back of your card, on or above your signature line. For AMEX cards, it is the 4-digit code appearing on the FRONT of your card, above the end of your card number.

**Bank Transfer:**

IBAN: AT 4432 000 000 08111304

Swift: RLNWATWW

Bank: Raiffeisenlandesbank Niederösterreich-Wien AG  
F.W. Raiffeisen-Platz, A-1020 Wien

Herewith, I confirm the order of the above polling services and accept CTI's General Terms and Conditions, including cancellation restrictions. I understand that CTI Meeting Technology will collect payment prior to the event, and if for any reason payment cannot be collected, my order will be invalidated.

Signature

Location / Date of Signature

Please return the signed form to: **y.konstantinou@ctimeetingtech.com** or **esmo@ctimeetingtech.com** .