

An English version of these Terms and Conditions is available on Page 2.

Forretningsbetingelser

Fortrolighed og etik

Alle oplysninger om kunden og dennes forhold behandles fortroligt.

Vi arbejder efter de etiske retningslinjer udarbejdet af Videnrådgiverne under Dansk Industri (DI).

Kopi af workshopmaterialer

Hvor relevant modtager kunden masterkopier af workshopmaterialer til kopiering svarende til antallet af deltagere.

Betaling

Faktura fremsendes umiddelbart efter, at ydelsen er leveret. Kørsel faktureres efter statens gældende kilometertakster.

Afbestilling

Når tilbuddet er accepteret skriftligt, skal afbestilling ske skriftligt. Enhver reduktion af det aftalte omfang af opgaven eller ændring af dato betragtes som en afbestilling af den oprindelige aftale, og nedenstående betingelser finder anvendelse.

Ved enhver afbestilling eller ændring af dato opkræves et gebyr på 10 % af det aftalte honorar.

Hvis skriftlig meddelelse om afbestilling eller ændring af dato modtages af Lena Munk Consult mellem seks og fire hele kalenderuger før den aftalte afholdelsesdato, opkræves et gebyr svarende til 65 % af det samlede aftalte honorar.

Hvis skriftlig meddelelse om afbestilling eller ændring af dato modtages af Lena Munk Consult mindre end fire hele kalenderuger før den aftalte afholdelsesdato, opkræves 100 % af det samlede aftalte honorar.



Terms and Conditions

Confidentiality and Ethics

All information concerning the client and the client's affairs will be treated as confidential. We adhere to the Code of Ethics established by the Knowledge Consultants Association (Videnrådgiverne), part of the Confederation of Danish Industry (DI).

Copies of Workshop Materials

Where applicable, the client will receive master copies of workshop materials for reproduction according to the number of participants.

Payment

An invoice will be issued upon completion of the services. Mileage will be invoiced in accordance with the Danish Government's current mileage reimbursement rates.

Cancellation and Rescheduling

Once the proposal has been accepted in writing, any cancellation or request to reschedule must be submitted in writing.

A cancellation or rescheduling fee of 10% of the agreed fee shall apply in all cases.

If written notice of cancellation or rescheduling is received by Lena Munk Consult between six and four full calendar weeks before the scheduled event, a fee of 65% of the total agreed fee shall be payable.

If written notice of cancellation or rescheduling is received by Lena Munk Consult less than four full calendar weeks before the scheduled event, 100% of the total agreed fee shall be payable. Any reduction in the agreed scope of the assignment shall be treated as a cancellation of the original agreement, and the above cancellation terms shall apply.

