



## CLIENT INFORMATION

Full Name \_\_\_\_\_

Position \_\_\_\_\_ Company Name \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## JOB ORDER DETAILS

Job Order Type \_\_\_\_\_ Corporate Training \_\_\_\_\_

Budget \_\_\_\_\_ Kindly consider standard package rates as jumping point.

Estimated Schedule \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Total Number of Days: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Total Number of Hours \_\_\_\_\_ Number of Hours Per session \_\_\_\_\_

Indicate other details about your target training schedule/other training details

\_\_\_\_\_

\_\_\_\_\_

Venue \_\_\_\_\_ Facilities in Venue \_\_\_\_\_

## CONTENT

Training Objective \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Topic \_\_\_\_\_ You may add an outline, if needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Client Signature per page, please.

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Client Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_



## CONTENT

Theme, if any \_\_\_\_\_

Training Format ☐ Standard Lecture ☐ Others \_\_\_\_\_

\*Check more than one if applicable. ☐ Workshop ☐ Combination \_\_\_\_\_  
If combination, please indicate % of each activity

☐ With quizzes/test

☐ Gamified Lectures

☐ With evaluation

Other Content Details:

You may add attachments, if needed.

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## AUDIENCE

Age Range \_\_\_\_\_ Gender \_\_\_\_\_

Profession \_\_\_\_\_ Civil Status \_\_\_\_\_

Educational Attainment \_\_\_\_\_

Socio Economic Class \_\_\_\_\_

Describe your audience/participants.

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Client Signature per page, please.

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Client Signature

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## IMPORTANT NOTICE

All Cavant payments are only accepted through deposit to the authorized Cavant Corporate Account passbook only Savings Account. Payments can be made Over the Counter, via online banking or fund transfer, but it has to be deposited to this bank account only. Payments through other bank accounts or payment channels will not be accepted. Cash and/or Cheque payments paid in person will not be accepted, it has to be deposited to the authorized Cavant bank account and this bank account number is indicated in the contract signed by the Lead Consultant. Only the Lead Consultant is authorized to sign any contract or issue any receipt in behalf of Cavant Consultancy and these contracts are signed only by the Lead Consultant on-site in a face-to-face meeting. No other representative has been authorized to represent Cavant and sign any agreement or contract in behalf of Cavant nor is anyone else authorized to accept payments in behalf of Cavant or execute any financial transaction in behalf of Cavant. This payment rule applies not only to the consultancy business but also to the following Cavant brands and sister companies --- Clerica, Canterbury Academy, Lingua Franca, Biblioteque, Maldita Speaks, Power Tutorial. There is only one authorized bank account for all Cavant payments including sister companies.

There are only two modifications to this payment rule which is in the case of Power Tutorial and MOD, wherein for these two only the downpayment - which serves as Consultant's Fee - is paid to the Cavant bank account, because the 50% balance payment is paid directly to the tutor ( for Power Tutorial) or client ( for MOD).

This notice is communicated in all Cavant materials---website, contracts, e-mails, mobile messages, receipts and all marketing materials such as brochures, letterheads and proposals.

Client Signature per page, please.

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Client Signature

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