

# General terms and conditions

## General terms and conditions PMCC Consulting

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1. An obligation to the achievement fulfilment - in particular the observance of suggested appointments - originates only after written confirmation of order from the principal.
2. PMCC Consulting GmbH undertakes to hold confidential all client information it becomes aware of during its performance of the contract.
3. PMCC Consulting GmbH retains the copyright to all of the documentation provided by it. Results may only be used for the contractually agreed purpose. Work results may only be passed on to third parties, copied or reproduced subject to PMCC Consulting GmbH's written consent.
4. PMCC Consulting GmbH will invoice its services after service provision and, where services are provided over a number of months, on a monthly basis, pro rata. PMCC Consulting GmbH invoices are due and payable without deductions immediately after receipt. Delayed payments are subject to statutory default interest.
5. Cancellations for orders that have already been scheduled and arranged are subject to the following cancellation fees:
  - Cancellation up to 4 weeks before the work start date 0% of the order value
  - Cancellation up to 2 weeks before the work start date 25% of the order value
  - Cancellation before the work start date 50% of the order value
  - Cancellation after the work start date 75% of the order valueThe cancellation-all-inclusive decrease if the principal produces the proof that PMCC Consulting GmbH a lower damage or expenditure has originated.
6. Services performed at locations other than the consultant's relevant location are subject to the following travel and accommodation costs:
  - The relevant valid official kilometre charge
  - Other travel expenses (airfares, taxis, rail travel, etc.) as incurred
  - Overnight stay and accommodation expenses as incurred
7. Any agreements made contrary to these Terms and Conditions shall be binding only where put in writing.
8. The court of jurisdiction for all disputes is Graz
9. Unless specified otherwise in the above, the **General Terms and Conditions of Business for Business Consultation**, in the current issue

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