

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 MEETING TECHNOLOGY GmbH

Nussdorferstr. 20/22, 1090 Vienna, Austria FN 249 975k HG Wien UID ATU58040266 t +43 1 319 69 99-0 email vienna@ctimeetingtech.com
www.ctimeetingtech.com

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 19th, 2023. Late orders are subject to a surcharge of 25%.

Cancellation

Orders can be cancelled 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** .