



CONSULTING AND SUPPORT SERVICES

CONSULTING AND SUPPORT, ORDER CONDITIONS

1. The executing party renders the services ordered to the client at the highest possible level, with regards to his or her knowledge and experience, while acting in the interests of the client by informing the client of the available solutions in order to achieve optimal results. The decision rests with the client.
2. Confidentiality is guaranteed, except in situations where the client's personal data is required to complete an order or in situations stipulated by law.
3. The order is valid from the moment the signed order form is received with all the information required and the specified advance. A scanned copy of the signed form is sufficient to place the order; the original must be presented to the executing party prior to the commencement of work.
4. The advance covers no less than 50% of the estimated cost (provided orally or, on request, in writing) and 100% of the estimated cost if the client has no address in Switzerland.
5. The final payment is to be made immediately on completion of work.
6. The services listed in the annex entitled Price List are to be paid for in accordance with this document.
7. Other services are considered separately and are paid for by the hour at 'consultant' or 'translation' rates.
8. The beginning and end times for work are considered to be the times indicated in the order. If consultation or translation work continues beyond the time envisaged, the end time for work is considered to be the factual time at which work ended.
9. If the executing party travels a distance of over 70 km, the minimum order is for a half-day, which is 4 hours.
10. The client has the right to cancel the order in writing (mail).
 - a. For cancellations up to 72 hours in advance: the client is obliged to reimburse the executing party's expenses;
 - b. From 72 to 12 hours in advance: the client is obliged to pay half the estimated cost of the order and to reimburse the executing party's expenses;
 - c. Less than 12 hours in advance: the client is obliged to pay for the order in full and to reimburse the executing party's expenses.
11. Applicable law: Switzerland; competent courts: Vaud.

PRICE LIST

1. Assistance choosing a school; visits to 2-3 schools; half-day (4 hours); prior telephone briefing:
CHF 800.—
 2. Selecting temporary accommodation; carte blanche:
1 monthly rent
 3. Advice in selecting accommodation; up to 4 houses or apartments or 8 hours:
CHF 1'600.—
 4. Orientation tour, half-day:
CHF 400.—
 5. Administration on arrival and after leaving:
CHF 950.— (*this sum does not include the deposits required by landlords or telephone service providers; this sum does not include expenses associated with residency permits*)
 6. Bank account opening, from CHF 100'000.- to CHF 1'000'000.-:
CHF 6'000.-
 7. Bank account opening, from CHF 1'000'000.-:
CHF 3'000.-
- The p. 6 and 7 are subject to special conditions available on request.*
8. Assistance in selecting insurance (one type of insurance – health, legal protection, travel, household, car, travel, etc.)
CHF 400.—
 9. Transportation, distance:
CHF 0.70 /km
 10. Transportation, travel time:
CHF 70.-- /hour plus all tickets
 11. Individual consultation:
CHF 150.--/hour
 12. Individual assistance, translation:
CHF 100.--/hour

Note

The following services are always subject to special order and are priced on an individual basis:

1. All services associated with businesses;
2. All services associated with the right to reside in Switzerland and with residency permits.

I agree to the services ordered and am aware of the costs involved

Place, date:

Signature:

Full name (first name and surname):