

For reasons of better readability, the masculine spelling is generally used. At this point, we expressly point out that both the masculine and feminine spelling is meant for the corresponding contributions.

General Terms and Conditions

1 General agreements

The client shall provide all necessary information within the appropriate timeframe in digital form or on paper or through personal discussions. Text data must be provided in a format readable by the Office product family, drawings and plans in DWG or PDF format.

2 Prices

Prices are exclusive of VAT.

3 Delivery

Dates by arrangement.

The training documents created are sent to the client in digital form as a PDF. The documents can be supplied in paper form on request. The number depends on the number of training participants.

The *TeLo's* training materials language is GERMAN; upon request, the training can be held in ENGLISH (Additional cost).

4 Liability

TeLo cannot be held liable for errors that arise due to incorrect or incomplete information provided by the client.

For damages (personal injury, property damage and financial loss) arising from the activities of *TeLo*, there is a liability insurance (contractual basis: ABHP in the current version) of EUR 5.000.000,--. *TeLo* can assume liability worldwide (excl. USA / Canada) up to this amount.

Liability towards third parties is excluded.

5 Retention of title

The information and documents supplied remain the property of *TeLo* GmbH until payment has been received in full.

All training documents and materials are protected by copyright. Any reproduction, forwarding to third parties, publication on the Internet or use other than the personal use by the training participant, shall be executed exceptionally under the condition of the prior written consent of *TeLo*.

6 Confidentiality

The parties (*TeLo* and the client) undertake to keep confidential any information disclosed in connection with the activity and shall take all necessary measures to prevent third parties from gaining knowledge of it and utilising it. *TeLo* employees are already obliged to maintain confidentiality on the basis of their contract of employment.

Information will only be passed on to third parties if disclosure is required by law.

7 Jurisdiction

Place of jurisdiction: A-8160 Weiz

In addition, the general terms and conditions of Austrian engineering offices - Austrian laws apply.