**PURCHASE ORDER (Smaple)**

**For Agile Day:™ Custom One/Three Days Session**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Client:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Company / Project:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Location (City, Country):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🔹 Service Provider**

[Name / Company Name]
[Address]
Business ID (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🔹 Purpose of the Purchase Order**

To deliver a customized Agile Day:™ session according to the selected configuration, based on the System Profile submitted by the Client.

**🔹 Agile Day:™ Configuration**

Please choose your preferred format and group size:

| **Edition** | **Duration** | **Group Size** | **Rate (EUR/hour)** | **Total (EUR)** |
| --- | --- | --- | --- | --- |
| ☐ Agile Day: Compact | 8 hours | 1–7 people | €100 | €800 |
| ☐ Agile Day: Compact | 8 hours | 8–14 people | €150 | €1,200 |
| ☐ Agile Day: Extended (optional) | 24 hours | 1–7 people | €100 | €2.400 |
| ☐ Agile Day: Extended (optional) | 24 hours | 8–14 people | €150 | €3,600 |

**🔹 Session Delivery**

Please choose the preferred delivery method:

| **Delivery Format** | **Resources Required** | **Cost (EUR)** | **Expected Start** |
| --- | --- | --- | --- |
| ☐ Online (default) | Platform provided by client (Zoom, Teams, etc.) | €0.00 | Within 5–10 business days after approval |
| ☐ Offline (by request) | Travel, visa, accommodation, daily allowance (€100/day) | Based on expenses | Depends on logistics and visa timelines |

**🔹 Payment Terms**

* Invoice will be issued within **3 business days** of signed Purchase Order
* 100% **prepayment** is required within **3 business days** of invoice date

**🔹 Client Representative**

| **Name** | **Position** | **Signature** | **Date** | **Stamp** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**🔹 Service Provider Representative**

| **Name** | **Position** | **Signature** | **Date** | **Stamp** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

📎 **Attachment A** – Agile Day:™ Program Outline
(added only if needed based on selected configuration)