

## Standard Service Fee of Training Course

### Training Fee

Service	Fee (HK/CN)	Fee (Oversea)
<input type="checkbox"/> Service Fee (<50 trainees)	5% of course fee ( <i>min. charge is HK\$10,000</i> )	5% of course fee ( <i>min. charge is USD 1,500</i> )
<input type="checkbox"/> Service Fee (50-100 trainees)	5% of course fee ( <i>min. charge is HK\$20,000</i> )	5% of course fee ( <i>min. charge is USD 3,000</i> )
<input type="checkbox"/> Service Fee (>100 trainees)	5% of course fee ( <i>min. charge is HK\$20,000+HK\$100 each</i> )	5% of course fee ( <i>min. charge is USD 3,000+USD 20 each</i> )
<input type="checkbox"/> Training Assistant (if needed)	HK\$2,000 each Assistant per day	USD 300 each Assistant per day
<input type="checkbox"/> Printing of Training Materials	HK\$500 per set	USD 100 per set
<input type="checkbox"/> Flight Ticket (if applicable)	Client has to cover the Full Expense for each trainer and each training assistant	
<input type="checkbox"/> Accommodation (if applicable)		

### Issue Certificate

Service	Fee (HK/CN)	Fee (Oversea)
<input type="checkbox"/> Design template of Certificate	HK\$500 per template	USD 100
<input type="checkbox"/> Print Certificate	HK\$100 each cert	USD 20 each cert
<input type="checkbox"/> Courier certs to multiple-destinations	HK\$50 each cert	USD 20 each cert
<input type="checkbox"/> Courier all certs to only 1 destination	Waived	USD 20

*\*The list of certified trainees should be provided by Client in excel format*

### Promote the Course on our Official Channels

Channels	Fee (HK/CN)	Fee (Oversea)
<input type="checkbox"/> Website Homepage News	HK\$800	USD 100
<input type="checkbox"/> Facebook	HK\$1,000 per post	USD 120 per post
<input type="checkbox"/> Mass emails to our connections	HK\$20,000 each blast out	USD 3,000 each blast out
<input type="checkbox"/> Other requests	Subject to negotiation	

**Remark: Clients can apply for exemption on the above service charges. Please apply with The Secretariat.**