



CLIENT INFORMATION

Full Name _____

Position _____ Company Name _____

Office Address: _____

Phone Number _____ Email _____

JOB ORDER DETAILS

Job Order Type _____ Corporate Training _____

Budget _____ Kindly consider standard package rates as jumping point.

Estimated Schedule ____ / ____ / ____ to ____ / ____ / ____

Total Number of Days: _____ Number of Attendees: _____

Total Number of Hours _____ Number of Hours Per session _____

Indicate other details about your target training schedule/other training details

Venue _____ Facilities in Venue _____

CONTENT

Training Objective _____

Topic _____ You may add an outline, if needed.

Client Signature per page, please.

Client Signature

____ / ____ / ____
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CONTENT

Theme, if any _____

Training Format ☐ Standard Lecture ☐ Others _____

*Check more than one if applicable. ☐ Workshop ☐ Combination _____
If combination, please indicate % of each activity

☐ With quizzes/test _____

☐ Gamified Lectures _____

☐ With evaluation _____

Other Content Details:

You may add attachments, if needed.

AUDIENCE

Age Range _____ Gender _____

Profession _____ Civil Status _____

Educational Attainment _____

Socio Economic Class _____

Describe your audience/participants.

Client Signature per page, please.

Client Signature

____/____/____

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IMPORTANT NOTICE

PAYMENT NOTICE: All Hawthorne payments are only accepted through deposit to the authorized Hawthorne passbook-access-only Peso Savings Account Number (3731027071). Otherwise, it was not received by the Consultant because this account is used across all of the Consultant's businesses and brands and there are no other Hawthorne bank accounts – be it personal or corporate – that is in use apart from this. Payments to this account can be made Over-the-Counter, via online banking or fund transfer, as long as it is deposited to this bank account number only. Cash and/or Cheque payments paid in person will not be accepted, nor will payments through other payment channels like GCash, PayMaya or Paypal will also not be accepted. Likewise, also note that ALL Hawthorne payments including all its brands do not accept payment in any of its websites because Hawthorne did NOT activate website payments in any of its websites. This Hawthorne bank account number is indicated in the contract signed by the Lead Consultant in an on-site, face-to-face meeting. No other representative has been authorized to accept any payment in behalf of Hawthorne nor execute any financial transaction nor issue any receipt or invoice in behalf of Hawthorne Consultancy. This payment rule applies not only to the Hawthorne Consultancy business but also to all Hawthorne brands --- Clerica, Canterbury Academy, Lingua Franca, myBiblioteque, Power Tutorial, MOD, Maldita Speaks.

There are only two modifications to this payment rule which is in the case of Power Tutorial and MOD, wherein for these two only the twenty-five percent (25%) booking fee deposit - which serves as Consultant's Fee - is paid to the Hawthorne bank account, because the seventy-five percent (75%) balance payment is paid directly to the tutor (for Power Tutorial) or client (for MOD).

Note that PowerTutorial is a microwebsite temporarily housed in the myBiblioteque domain but myBiblioteque is a totally separate brand from Power Tutorial and therefore, all of the fees for payment in myBiblioteque (unlike Power Tutorial) is for the full account of Hawthorne Consultancy only. myBiblioteque has no affiliates, partners or other service providers, unlike Power Tutorial.

INVOICE/RECEIPT POLICY: Hawthorne only issues Invoices but DOES NOT issue Receipts because the "Official Receipt" (OR) has been phased out as a primary document for the sale of services and it has been replaced by the Invoice, which is now the primary document for both the sale of goods and services according to Revenue Regulations (RR) No. 7-2024 which was issued to implement the Ease of Paying Taxes (EoPT) Act (Republic Act No. 11976). Official Receipts are now just supplementary documents and are not valid proofs of sale for claiming tax credits. References are in this BIR Page: <https://bir-cdn.bir.gov.ph/BIR/pdf/RR%20No.%2011-2024.pdf>

All official invoices issued by Hawthorne Training Consultancy are treated as accountable forms and are subject to controlled issuance. Each official invoice bears a unique serial number, and blocks or ranges of these serial numbers shall be assigned to specific clients and this series is indicated in the notarized client contract signed both by Hawthorne and the client. Once assigned, the block of invoice number series shall be used exclusively for the designated client and must not be transferred, reassigned, or reused under any circumstances for another client. Should the serial number range of the invoices indicated in the client contract be depleted, an appendix to the contract will be prepared indicating the new block of the invoices' serial number series that will be designated for the said client and this addendum should be notarized and become a part of the original contract. The assignment of blocks of invoice number series per client is intended to ensure traceability, prevent duplication or unauthorized issuance, and establish clear accountability for every transaction recorded.

Further, each Hawthorne-issued invoice is ONLY VALID IF the details and notes are handwritten by the Lead Consultant in blue ink, including the printed name and signature. Furthermore, it is ONLY VALID IF it bears the paid amount BOTH in words and in figures. There are no other signatories for the invoice apart from the Lead Consultant.

GENERAL REFERENCE: This notice is communicated in all Hawthorne materials---website, contracts, e-mails, mobile messages, invoice and all marketing materials such as brochures, letterheads and proposals.

Client Signature per page, please.

Client Signature

____/____/____