

# EFQM Project Validation

## Application Form

### Organisation details:

- Organisation name:
- EFQM Member:
- Sector:
- Number of employees:
- Number of locations:
- Address:

### Contact person details:

- Name:
- Job position:
- Email:
- Phone number:

### Payment details:

- Invoice address:
- Purchase Order number:
- VAT number:

<<please contact EFQM to agree on your specific application fee>>

### Assessment information:

- Preferred date for the site-visit:
- Concise organisation description:

## Confirmation & Cancellation policy:

- If you have to cancel your application, please advise us in writing at least 30 working days before the start of the site-visit. Thereafter a cancellation charge of 50% is applicable. In case the assessors or EFQM have already incurred in any cost, you will need to cover these costs (to assessors directly and to EFQM).
- You may postpone your application one time only, but we require 30 working days' notice. If you cannot meet this notice period (you cancel 29 working days or less before the start of the site-visit), we will apply the cancellation policy (50% of the total fee).
- If you cancel too late but wish to postpone the application, we will charge you only 40% of the total fee.

- Name:
- Job Title:
- Place:
- Date:
- Signature: