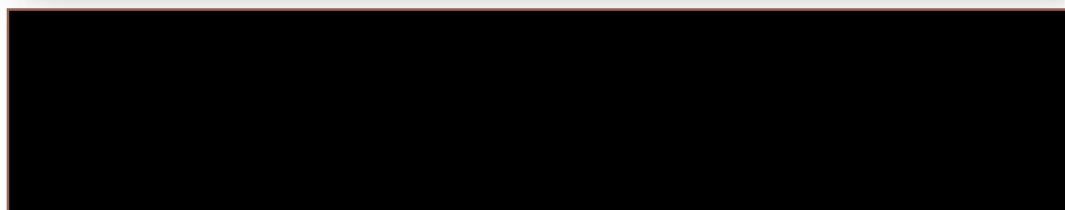


# Obtaining an offer



## Customer

Company

Contact

Email

Phone

Mobile

City

Date of request

## Program

[\$-OPPO.NAME]

Date of arrival  
Number of Guest  
Number of staff  
Number of pax

Date of departure  
Number of day's  
Number of night's  
Season  
Accommodation  
Resort



## Event management

Our approach towards events and conceptualisation of them is based on a wealth of experience going back more than 25 years.

Each event is unique and requires the greatest attention to detail to ensure that the image of your company and brand will gain in value.

We adapt the management of your event to match your unique requirements.

### Our services

- Conceptualisation of your event
- Administrative management
- Welcoming your guests
- Transport organisation
- Accommodation organisation
- Food & beverage management
- Management of leisure, sports and cultural activities
- Staff management



## Event Design

### 1st step analysis

- Understanding your requirements
- Understanding your objectives
- Summary evaluation of destinations
- Summary evaluation of activities
- Evaluation budget
- Presentation of working arrangements
- Offer of basic partnership

The analysis phase is summary and gives you a budget and summary view of the activities and possible services requested by you.

We pay attention to the fact that several parameters influence in an evaluation

- The chosen destination
- The period of arrival as well as the days of weeks
- The number of participants

The validity of this document is 5 days, dead line \_\_\_\_\_



## Your request

**Date** \_\_\_\_\_

**Number of guets** \_\_\_\_\_

**Program** \_\_\_\_\_

**Transfer** \_\_\_\_\_

**Accommodation**      Single room  
                                 Double room  
                                 Number Men & women

**Food & beverage**      Breakfast  
                                 Lunch  
                                 Evening meal

**Meeting rooms**        Plenary Room  
                                 Meeting room

**Activities**                Ski  
                                 Wellness & Spa  
                                 Snowshoes



**Staff**

Team leader  
Coordination  
Ski staff

**Budget**

CHF ----- per person and day

**Remarks**



## Budget

Categorie	S/categorie	Products	Nbre pax	Night/Day <#repeat>
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The offer is based on the number of [OPPO.F\_NB\_GUEST] Guests

We pay attention to the fact that several parameters influence in an evaluation

The chosen destination - The period of arrival as well as the days of weeks - The number of participants

Rates per person CHF.

Global Amount CHF.

Banque Raiffeisen Sion - Cpte Swiss-Discovery Experient & Event jjrey sàrl - 1950 Sion / Valais  
Code de banque 80572 - IBAN : CH08 8057 2000 0098 1865 4 /CHF BIC/Swift : RAIFCH22

Avec nos remerciements pour la confiance témoignée

Signature & date of approval

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## Work in progress for a detailed offer

If the evaluation presented corresponds to your expectations or if you wish modifications

- a.- Please check which activities or services are right for you
- b.- Sign and return the document
- c.- The detailed offer of activities, accommodation will reach you as soon as we have received the fees of the offer the amount of CHF (5% of the Global Amount) on our bank account.  
Banque Raiffeisen Sion - Cpte Swiss-Discovery Experient & Event jjrey sàrl - 1950 Sion / Valais  
Code de banque 80572  
IBAN CH08 8057 2000 0098 1865 4 /CHF  
BIC/Swift RAIFCH22
- d.- The emoluments paid cover our research costs and are not refundable.
- e.- In the case of a firm contract, the emoluments will be part of the agency fees related to the contract.





## Our tasks in the event of contract signature

If the evaluation presented corresponds to your expectations or if you wish modifications

Research and reconnaissance	<ul style="list-style-type: none"> <li>Researching sites</li> <li>Researching service providers</li> <li>Accommodation</li> <li>Food &amp; beverage</li> <li>Transport</li> <li>Activities</li> <li>Material</li> <li>Staff</li> <li>Elaboration of general planning</li> <li>Implementation of offer</li> </ul>
Preparation of event	<ul style="list-style-type: none"> <li>Confirmation and reservation</li> <li>Accommodation</li> <li>Food &amp; beverage</li> <li>Transport</li> <li>Activities</li> <li>Material</li> <li>Staff</li> <li>Detailed planning</li> </ul>
Event	<ul style="list-style-type: none"> <li>Management</li> <li>Coordination</li> <li>Realisation</li> </ul>
Post-event	<ul style="list-style-type: none"> <li>Invoicing</li> <li>Analysis</li> </ul>

