**WHEN I RECEIVE REQUEST FOR IN HOUSE TRAINING.**

**Ex:**

*Dear,*

*Can we have the same session at Khartoum Sudan ?*

*Designed for my organization GNPOC in oil and gas? Please let me know if possible and how much the cost would be ?*

*Regards*

**HOW SHOULD I REPLY?**

To : to client email

CC : Project Manager; Sales Supervisor

Subject : …

Dear XXX

Good day from Singapore

Thank you very much for being interested into our training.

My name is XXX, XXX of this training.

In order for us to offer this service to your company, please assist us to answer below questions:

1. How many people would you like to send to this training?
2. Is this training topic within your company training budget?
3. Are you the decision maker whom can decide for this training in term of budget and delegation?
4. What is your designation and mobile number?
5. When will you need this training?

Thank you and look forward to your response soonest

Signature

**NOTE:**

* *Only Line Manager/ Project Manager have authority to communicate about pricing and negotiating of in-house training.*
* *Business Development Trainee/ Intern referral commission for in house training is flat commission of 1% of in-house training package value after service charge.*