

EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS

Schwarzenbergplatz 11, A-1040 Vienna, Austria



Department	ORDER FORM		Number of sheets	Sheet No	Date and reference of your quote
ADMIN	(to be mentioned in all correspondence)				
Tel.:	No:	XXXXXXXX-OFNo	1	1	XX/XX/20XX, XXXXXX
Fax:	Contractor's code:				
	Country of origin:				
	Currency of payment:	EUR			
	Code country of origin/currency: /EUR				

This order is governed by the provisions of Framework Contract No __ in force from __ to __

Acceptance of this order implies that the contractor waives all other terms of business or of execution of the works.

DESCRIPTION OF THE GOODS OR SERVICES	UNIT	QUANTITY	PRICE in €	
			UNIT PRICE	TOTAL
«XXXXXXXXXXXX»	«XXXXXX»	«XXXXXX»	«XXXXXXXX»	«XXXXXX»

If the purchase order is subject to VAT outside Austria, but within the scope of application of Council Directive 77/388/EEC of 17 May 1977 in its current legally valid wording, the Contractor declares to accept and process (submit to the relevant tax authorities) the duly filled form according to Art. 15/10 of the specified Directive in order to enable the FRA to pay the net price of the purchase order excluding VAT instead of relying on VAT refund. In this case, the FRA will only pay the net remuneration of the purchase order excluding VAT.

Packaging:	
Insurance:	
Transport:	
Assembly:	
VAT:	
Total (No VAT):	
Total (VAT Incl.):	

Contractor's signature

Name:	
Position:	
Date:	

Delivery / performance dates: from: XX/XX/20XX to: XX/XX/20XX

Payment: 30 days from receipt of the admissible invoice.

Contractor's bank account:

Place of delivery/performance and/or Incoterm and opening hours:

Contact Person: Nikolaos FIKATAS
European Union Agency for Fundamental Rights
Schwarzenbergplatz 11, A-1040 Vienna, Austria

Delivery is possible from 09:00 to 17:00 from Monday to Thursday and from 09:00 to 15:00 on Friday; the Agency is closed on Saturdays, Sundays and Agency's holidays.

Authorising Officer:

Signature:

Constantinos Manolopoulos,
Head of Administration
XX/XX/20XX

Date of issue :

The request for payment shall be admissible only if the Contractor returns a signed copy of this purchase order with the invoice.

This Contract shall be governed by Austrian law and any dispute shall be brought before the Court of Justice of the European Communities.

Commitment nr.	Budget item
FRA.XXXX.X	

