

**ORDER FORM Nr XXX / Maintenance IT Equipment  
in execution of the Framework Contract XXXXX**

Signed with XXXXXXXXXXXXXXXXXXXXX

**Internal ordering number** (to be completed by the contracting authority) : Maintenance

The present Order Form is concerned with the maintenance of the hereunder specified equipment for the year : [2018]

Position	Product Reference	Description	Serial Nr.	Quantity	Unit Price/Year	PURCHASE Order Form Nr	Last RNW Order Form Nr	DG	Invoicing Period		For Information Maintenance initial price (at the signature of the Order Form)	Quarterly cost in Euro if applicable				Total Annual maintenance cost  EURO
									Start Date	End date		Quarter 1	Quarter 2	Quarter 3	Quarter 4	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																
2																
3																
4																
...																
<b>TOTAL :</b>											<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

The present Order Form takes effect at the earliest on .....

**Invoicing address :**  
xxx JU  
WA TO  
floor:  
B-1049 Bruxelles

**Persons responsible for the contracting authority :**

Name purchasing official : Mr./Mrs. Phone number :  
Name financial official : Mr./Mrs. Phone number :  
Name technical official : Mr./Mrs. Phone number :

**Person responsible for the Contractor :** Mr./Mrs. Phone number :

In Belgium, the use of this Order Form is equivalent to a request for exemption from VAT n° 450 (exemption from VAT - article 42 paragraph 3 point 3 of the VAT code; circular n° 2/1978).  
The contractor declares that its place of imposition to VAT for this Order Form is :  Belgium  Luxembourg  .....(other country to be specified by the contractor)  
For the other Member States, the contractor receives and keeps in his records the form entitled "VAT and Excise Duty Exemption Certificate" duly completed and signed by the Commission  
The invoice must contain the following statement: "VAT Exemption / International Body / Article 151 of Council Directive 2006/112/EC"

Remarks (if any) :

For the Contractor

(Name)  
(Function)

For the Contracting Authority

... (Name)  
... (Function)

Done in duplicate at Brussels on .....

