**ORDER LETTER - SUPPLY**

|  |
| --- |
| **Title of the tender:** […………..]  **Reference number:** […………..] |

**Procurer:**

<*Name of the procurer>*

*<Address of the procurer*>

*<Official registration number/VAT number>*

**Supplier:**

<*Name of the supplier>*

*<Address of the supplier>*

*<Official registration number/VAT number>*

**Dear [**name of the contact person**],**

Referring to your tender hereby we would like to order the following items with the offered parameters:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Number of items** | **Title of item** | **Product** | **Net price per item** | | | **Net price**  **total** | | **VAT**  **total** | **Gross price**  **total** |
| **Supplies** | | | | |  | | |
| **1.1.** | *5* | *Examples: desk top computers* |  |  | |  | | |  |  |
| **1.2.** | *1* | *Examples: motor vehicle* |  |  | |  | | |  |  |
| **Installation (\* delete this section if it is not applicable)** | | | | |  | | |
| **2.1.** |  | *Examples: Installation of computers (Item no 1.1.) into existing network* |  |  | |  | | |  |  |
| **Other (\* delete this section if it is not applicable)** | | | | |  | | |
| **3.1.** |  | *Examples: Manuals of instructions* |  |  | |  | | |  |  |
| **TOTAL** | | | | | |  | | |  |  |

According to your tender the price of the supply is: <XXX EUR/NC, (net + VAT for Hungarian Beneficiaries / excluding VAT for Serbian Beneficiaries)>.

The fulfillment of delivery cannot be later than [dd/mm/yyyy].

Payment:

In case the contract is concluded in EUR, and payments are made in NC, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

Bank account holder name: […]

Bank account number: […]

Bank name: […]

SWIFT Code: […]

IBAN: […]

The invoice shall be issued and submitted to the procurer’s address once the proof of delivery is signed by the procurer.

Way of payment: [Transfer/Cash]

Deadline for payment: [xx] days

Place, date

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | **[**name of procurer’s representative**]**  [title of procurer’s representative**]** | |  | | |