ELECTRONIC BILLING OPTIONS - ORDER FORM

1. Details of the Service Provider and the Customer

Service Provider:	**Invitech ICT Services Ltd.** (H-1013 Budapest, Krisztina krt. 39., Hungary, Cg.01-09-414291)	
Customer name:		**Account code**:
Registered offices:		**Trade Registry No**.:

2. Request for setting the electronic billing options

Electronic billing options	Electronic bill (e-bill)		Remote printing bill (remote bill)		Data Report (statement)		Electronic payment reminder (e-notice)	
	Order	Cancellation	Order	Cancellation	Order	Cancellation	Order	Cancellation
	☐	☐	☐	☐	☐	☐	☐	☐

Setting new e-mail address(es)

	Electronic bill (e-bill)	Remote printing bill (remote bill)	Data Report (statement)	Electronic payment reminder (e-notice)
email address 1				
email address 2				
email address 3				

e-bill/remote bill: The Service Provider will forward the bill in PDF to the specified email address(es). No paper-based invoice is issued.

Data Report: The Service Provider will post the details of the issued bill in an XLS table (statement) to the specified email address(es)

e-notice: Notification about any outstanding bill will be given in electronic mail – rather than by post – by issuing a payment reminder to the specified address(es).

Deleting the e-mail address(es)

Email	Electronic bill (e-bill)	Remote printing bill (remote bill)	Data Report (statement)	Electronic payment reminder (e-reminder)
	☐	☐	☐	☐
	☐	☐	☐	☐

3. Completion guide

As a pre-condition of making the required setting is the availability of **at least 1** email address which can be accessed by the Customer. The Customer is responsible for ensuring that the stipulated email addresses are protected against unauthorized access.

The email addresses marked for deletion will be deleted provided that **at least 1** email address remains in the list. In case an option is cancelled, the email address assigned to the option will also be deleted.

4. Information

The settings will apply to all the invoices of the Customer figuring under the given customer code.

It is not possible to simultaneously order an e-bill and a remote bill. After setting this option the bill will only be issued electronically, in such form which also complies with the rules of settlement with State Tax Authority (NAV) and can be used for official certification purposes. We will not send a paper-based bill, and a copy of the bill can also be requested in electronic form only.

The e-bill and the remote bill have the same value as a regular paper-based bill. An e-bill is an electronically authenticated PDF accounting document that can be stored electronically, while a remote bill is a version of the standard paper-based bill that retains its original image form electronically but does not contain an electronic signature.

If you request an e-bill, remote bill or e-reminder, you can receive them up to **5 days** earlier than by postal delivery, and also any notice about a billing debt, so as to avoid further delays.

E-bills and e-reminders need not be printed and mailed so, and including remote bills, we work together to protect our environment.

5. Miscellaneous provisions

In the case of requests received by the **20th day** of the month, the setting for e-bill or remote bill will become effective from the next billing cycle. We do not check the authenticity of the email address(es) but will send a notification about the fact of completing the setting to the submitted email address(es). If you fail to receive this notification, please report it to us.

Date:_____ __|__|__|__|. __|__|. __|__|.

_____
Customer's signature

Contract number:
Document ID: DSF_2023/05