

ELECTRONIC BILLING - ORDER FORM

1. Details of the Service Provider and Subscriber /Customer

Service Provider:	Invitech ICT Services Ltd. (2040 Budaörs, Edison u. 4. 13-09-190552)		
Customer name:		Account code:	
Registered offices:		Trade Registry No.:	

2. Request for setting the electronic billing options

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

Setting new e-mail address(es)

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

e-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)	Data Form	Electronic payment reminder (e-reminder)	

3. Completion guide

As a pre-condition of making the required setting is the availability of **at least 1 - maximum 3** - email addresses which can be accessed by the Subscriber. The Subscriber is responsible for ensuring that the stipulated email addresses are protected against unauthorized access.

The email addresses marked for deletion will be deleted by the Service Provides 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 Subscriber / Customer figuring under the given customer code.

When the e-bill option is ordered and the service is set the Service Provider will issue only electronic bills, no paper-based bills will be delivered any longer, and copies can be requested exclusively in electronic form.

The e-bill will be of equal value with the paper based invoice. An invoice issued in electronic form is an accounting document in PDF format, with time stamps, which is compliant to the accounting regulations of the authorities (e.g. the State Tax Authority) and can be used for official administration.

If you request e-bill or e-reminder option you will receive your bills and remainders about any billing debt by up to **5 days** earlier which can prevent further delays.

We do not need to print out and dispatch the bills and reminders, by that we contribute to the protection of our environment.

5. Miscellaneous provisions

In case the Service Provider receives the order before the **20th day** of a given month the setting will be applied from the following billing cycle. The Service Provider will not check validity of the email addresses, it will give a notification to the e-mail address(es) about the setting.

Subscriber / Customer signature

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