

**Pflichtfelder oder Bemerkung*

1. Address and contact details

Company* _____
 Additional name _____
 Street / No. * _____
 City / Postcode* _____
 Country* _____
 Tel switchboard * _____
 Fax switchboard * _____
 Website _____
 E-Mail* _____
 VAT number _____
 Commercial reg.no. _____

2. Contact persons

	Name	Tel. No.	E-Mail
Managing Director*	_____	_____	_____
Order processing*	_____	_____	_____
Sales Manager*	_____	_____	_____
Marketing Manager*	_____	_____	_____
Quality Management*	_____	_____	_____

3. Bank / postal account

Bank / post office* _____
 Domicil of the bank / post office* _____
 Clearing no. / sort code* _____
 Account no. * _____
 IBAN* _____
 Currency* _____
 SWIFT Code _____

4. Delivery and payment terms and conditions

	Declaration	Notes
Payment term*	_____	_____
Incoterms 2010*	_____	_____
Delivery time in working days*	_____	_____
Deductions for returns in %*	_____	_____

