**COMPANY**  Our Order No.: MFA-KV- xxxxxxxxxxx

Order date: 23 January 2024

Address1 Our contact: xxxxxxxxxxx

Address2 E-mail: [mfa.admin@mfa.kfki.hu](mailto:mfa.admin@mfa.kfki.hu)

Address3 xxxxxxxxxxx@ek.hun-ren.hu

E-mail:

**Subject: Order No. #MFA-KV**- xxxxxxxxxxx

Dear Partner,

According to the quotation No. [ÁRAJÁNLAT SZÁMA] sent on [DÁTUM] to our collegue [NÉV] we order the following goods/services/products:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pos.** | **Description** | **Qty.** | **Unit price (EUR)** | **Total price (EUR)** |
| 1. | item1 |  |  |  |
| 2. | item2 |  |  |  |
| 3. | item3 |  |  |  |
| 4. | freigth/shipping etc. |  |  |  |
|  | **Netprice** |  |  |  |
|  | **VAT** |  |  |  |
|  | **Total amount** |  |  |  |

**Conditions:**

Send the invoice by regular mail, include bankdata for wire transfer!

Payment: 30 days <- ha az ajánlat is így szól!

Indicate all of the following data on the invoice:

order reference number: #MFA-KV-xxxxxxxxxxxxxxxxxxxx

Our VAT number: HU15327040,

Our VIPD/EORI number: HU0000166377

Your company’s VAT and VPID/EORI number

At least 6 digit HS code and description for every goods

If any of the data above is missing, the invoice will not be paid!

**Bill & Ship to:**

Please note, our billing address changed as of 1st September 2023!

**HUN-REN Centre for Energy Research**

1121 Budapest, Konkoly Thege u. 29-33., Hungary

Building 26/29, CÍMZETT

In case of any questions, contact us at [mfa.admin@mfa.kfki.hu](mailto:mfa.admin@mfa.kfki.hu)

Best Regards,