



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate G – Sustainable Development and Integration
The Director

Brussels, **16 NOV. 2006**
ENVF4 / JV D(06) 23206

REGISTERED MAIL

Instytut Ekologii Terenów
Uprzemysłowych
Mr Jan Skowronek
Ul. Kossutha 6
PL- 40-844 Katowice
Poland

Subject : Contract number N° 07 0402/2006/448674/MAR/G3
“Organisation of the European Forum on Eco-innovation, 21-22 November
2006, Poznan, Poland”

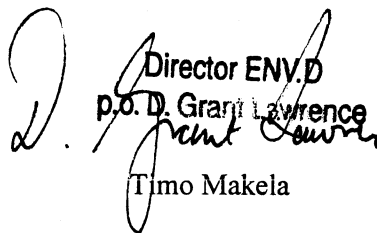
Dear Mr. Skowronek,

Please find enclosed your copy of the above-mentioned contract duly signed by the Commission.

Please note that any changes of staff working on your contract should be subject to the Commission's agreement.

As far as the final report is concerned, please send this to the address mentioned in the contract under Article I.6 (“for administrative and financial matters”), where they will be registered and transmitted to the operational Unit. May I take this opportunity to draw your attention to the fact that a change in the bank data could lead to a delay in payment.

Yours sincerely,


Director ENV.D
p.o. D. Grant Lawrence
Timo Makela

Enclosures : 1 original contract
Guidelines for the preparation of invoices for contracts.



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate F - Resource Management
ENV.F.2 - Finance

ENV.F.2 D(03)

GUIDELINES FOR THE PREPARATION OF INVOICES FOR CONTRACTS

All invoices must contain the following information for payment:

- the name and address of the European Commission, as it appears in the contract;
- the word "invoice" and an invoice number;
- the date;
- full details including contractor's name, contact person, address and VAT number;
- the contract reference number (as shown on the first page of the contract);
- the milestone/deliverable in question and the project title/acronym;
- **the amount of VAT or the rate of VAT applied. Where exemption, please indicate "0" or "VAT 0%";**
- the reason for exemption from VAT:¹
either the words "Exemption from VAT pursuant to Article 15(10) of Directive 77/388/EEC" in the appropriate language, **or** the equivalent phrase stipulated by your national law, **or** a reference to the relevant national legislation;
- the total amount of the invoice;
- details of the bank account: name of the bank and full account number, as they appear in the contract.

We cannot begin payment procedures for invoices which have not been completed according to these instructions. You are therefore requested to prepare invoices with great care. Should your invoice not comply it will be returned to you, a credit note will then have to be issued and the payment will be suspended until a new invoice is submitted.

Thank you for your co-operation.

¹ Please note that you are required to approach the local, regional or national tax authorities for information as to invoicing procedures, particularly as regards the precise details required to be given on invoices, and compliance with other obligations under national law.