

"Translation assistance - only the German document "Honorarnote zum mündlichen Werkvertrag" is valid!"

INVOICE
pertaining to the oral contract for services from [redacted]

1. Contractor:

Surname and name:	
Address:	
Telephone number:	
E-mail address:	
Date of birth:	
National insurance number:	
Nationality	
Bank account number:	
Sort code / Bank:	
For foreign accounts: IBAN / BIC:	
International bank transfer (other than EU, EEA, Switzerland):	The transaction fees will be payed: <input type="checkbox"/> by the contractor <input type="checkbox"/> by the cost centre listed in 3.
The contractor is currently a civil servant:	<input type="checkbox"/> Yes ¹ Department / Agency [redacted] <input type="checkbox"/> No
The contractor is a body corporate or a registered company:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The contractor is self-employed and therefore already has national insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Highest level of education completed ² :	

¹ Payment of the invoice shall be made by the department issuing the instruction as remuneration subject to income tax and national insurance contributions for part-time work.

² (University level: Bachelor, Diploma Masters, Doctorate), teacher training college, course of study, master craftsman's certificate, course of lectures, school-leaving examination from a general education high school or a vocational high school, lower school-leaving examination, final apprenticeship examination, compulsory education.

2. Client:

Leopold-Franzens-Universität Innsbruck, represented by
the Vice-Chancellor
Address: Innrain 52, A-6020 Innsbruck

3. Particulars regarding the invoice:

Project/Job: [redacted]

Payment of the **full invoice** after thorough completion of the services as per agreement:

Remuneration to the amount of	€ [redacted]
Plus any value-added tax to the amount of	€ [redacted]
Total	€ [redacted]
Payment from (internal order number/SAP number/cost centre):	

The remuneration shall be paid within three months of the invoice, signed and filled out in full, being submitted (payment due date).

4. Repayments

The contractor is expressly obliged to repay to the client without delay any sums, for example remuneration, travel expenses, fees and the like, received in error.

Should it transpire that there is no legal basis for a claim to payment of the sum or not to the amount paid, the client may deduct from the current fee-incurring services or claim back the aforementioned sum, either in its entirety or a corresponding part thereof.

5. Subject-matter of the contract

The contractor undertakes to prepare and submit the following work to the client:

The contract shall be carried out for:

Organisational unit	
Head of the organisational unit	
Project (SAP no.)	
Project manager	

The contract was awarded on _____, completion and submission of the work has been agreed for:

6. Confidentiality

The contractor is obliged to treat all information she/he gains in relation to the undertaking of the work as private. This also counts for all data she/he receives in that context. The duty of confidentiality continues to exist without limitation after termination of contract. A breach of the duty of confidentiality results in a liability to pay damages.

7. Lapse

It is agreed that any claims of the contractor arising from this contract must be lodged within six months of the payment due date, otherwise they shall lapse.

The contractor (freelancer) is responsible for paying any taxes and national insurance contributions due. Since there is no need for compulsory insurance (pursuant to the General Social Insurance Act (ASVG)), the contractor will not be registered for national insurance by the Leopold-Franzens-Universität.

I confirm that I undertake all of the obligations, in respect of the payment of contributions and registration, arising in connection with the remuneration in accordance with the legal provisions of the competent country (including those of the home country).

I declare that a contract for work and services forms the basis of the above invoice. While completing the contract, I was not subject to any instructions whatsoever, performed the work independently and using my own resources. During performance, I was not bound to a place of work or prescribed hours of work. I note that the legal relationship forming the basis of the invoice does not constitute a contract of employment and that this is therefore not subject to provisions of labour law (holiday leave, sick pay, special payments, severance pay, etc.).

I oblige myself to observe the trading and tax provisions to be applied to my business activity. I am aware that, in accordance with legal provisions, I have to deal with a possible registration at the national insurance institution for industry by myself.

I declare that there is no liability to make national insurance contributions on the basis of this activity in connection with the work performed by me.

I request a transfer to my bank account stated above.

Date

Signature of the contractor

The project manager / head of the organisational unit confirms the performance of the contract as per agreement; the invoice is factually and arithmetically correct.

Further, the project manager / head of the organisational unit confirms that the contract for work and services was completed as stipulated in the contract (without the use of university resources, without any individual instructions, without a specified place of work and without any set working hours, etc.).

Date

Signature of the project manager or head of the
organisational unit