

Terms and Conditions

- Returning the form filled and signed constitutes a **legally binding** order, even if your institution prescribes their own order form.
- The invoice is issued based on the information provided in the order form.
- Our invoices are pdf files and do not contain additional information such as tax ID, order number, or other codes your side may require. Specify such info in the orderform above. Example of our invoices: www.bernese.unibe.ch/order/docs/InvTempUNIBE.pdf
- If invoices have to be **re-issued** because of *failure to inform us of information required by your side* to process the invoice, an **administrative fee of CHF 500** will be charged.
- The invoice is given in Swiss francs (CHF). Invoices may be given in US Dollars (USD) or Euro (EUR) and may increase the price by up to 10% due to additional fees. All necessary payment information (IBAN BIC/SWIFT) will be specified on the invoice.
- **Payment term:** net within 30 days after receipt of invoice. Payment via bank transfer, only.
- No deductions allowed, *banking fees must be carried by the customer*.
- The software is delivered electronically as iso file to up to 3 email address given in the contact person's information.
- This form must be completed and returned even in the case your institution prescribes its own form.
- An order can only be processed if the signed EULA has been returned.
- If shipment of physical data carrier is required, shipment cost apply depending on service chosen. Contact us prior to order.

Signature/stamp of the representative of the licensee's institution

Location

Date

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