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| **1** | **Information on the Client** | **Client no.:** (assigned by the institute) | **XXXXX** |
|  | | | |
| **1.1** | **Company name** incl. complete address**:** | | |

Company name and address

|  |  |
| --- | --- |
| **1.2** | **Postal address for documents** (if different from 1.1)**:** |

Postal address for documents

|  |  |
| --- | --- |
| **1.3** | **Invoice address** (if different from 1.1)**:** |

Invoice address

|  |  |
| --- | --- |
| **1.4** | **Postal address for invoice** (if different from 1.3)**:** |

Postal address for invoice

|  |  |  |  |
| --- | --- | --- | --- |
|  | PDF invoice | 🡺 E-mail: | E-mail address |
|  | Invoice sent by regular mail | | |

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| **1.5** | Please provide a **residence certificate** separately. | |
|  |  |  |
|  | 🡺 Percentage of mandatory withholding tax (if applicable): | Withholding tax |
|  | (will be added on top of the invoice amount) |  |

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| **1.6** | **Contact person(s):** | | |
|  | 🡺 Name: | Name | Name |
|  | 🡺 E-mail: | E-mail address | E-mail address |
|  | 🡺 Phone: | Telephone no. | Telephone no. |

|  |  |  |
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| **1.7** | **Person authorized to represent** **the assignment** for confidential information**:** | |
|  | 🡺 Name: | Name |
|  | 🡺 E-mail: | E-mail address |
|  | 🡺 Phone: | Telephone no. |

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| **2** | **Specific Order Information** | |
| **2.1** | **Your purchase order number** (if applicable)**:** | Purchase order no. . |

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| --- | --- |
| **2.2** | **Designation of the sample material** (has to match the designation on the samples themselves)**:** |

Designation of the sample material

**NOTE:** Please enclose a **pro forma invoice** to the samples to avoid customs issues.

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| **2.3** | **Type of material** (e.g. paper, board, adhesive etc.)**:** |

Type of material

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| --- | --- |
| **2.4** | **Intended use of the material:** |

Intended purpose

|  |  |  |
| --- | --- | --- |
| **2.5** | **Language of the test report:** | Choose a language. |

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| --- | --- |
| **2.6** | **Examination purpose:** |
|  | Certification / compliance with the demands on food contact materials (🡺 see point 3) |
|  | Individual parameters (please specify in the following): |

Please specify analyses

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| **3** | **Certification /**  **Compliance with the demands on food contact materials** | |
| **3.1** | **Your purchase order number** (if applicable)**:** | Purchase order no. . |

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| **3.2** | **Company name and address** for the certificate of compliance (if different from 1.1)**:** |

Company name and address for the certificate

|  |  |
| --- | --- |
| **3.3** | **Product / article designation** for the certificate of compliance (if different from 2.2)**:** |

Product designation for the certificate

|  |  |  |
| --- | --- | --- |
| **3.4** | **Language of the certificate of compliance:** | German basic version (mandatory) |
|  | additional versions: | English  French  Spanish  Italian |
|  |  | other languages (subject to confirmation):  Please specify |

**Point 3.5 is optional – please delete or complement if necessary!**

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| **3.5** | **Other required information:** |
|  | Product information (formulation/ingredients)  🡺 Please hand in separately |
|  | **IMPORTANT: All information provided will of course be treated as strictly confidential.**  I wish to conclude a secrecy agreement |

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| **4** | **Certification Agreements** |
| **4.1** | The client agrees to provide the certification body with all information specific to the product and to support the collection of information from pre-suppliers. |
| **4.2** | The client commits to supply samples according to the product designation. |
| **4.3** | The client concurs with the fact that wrong information, unapproved modifications of the product as well as the non-compliance with the regulations of the certification redound to the revocation of the certification. |
| **4.4** | The client declares that he will inform the certification body about modifications relevant to the production (for example changes in ownership or structure) as well as about modifications specific to the product. |
| **4.5** | The client affirms that he will keep a record of all complaints made known to it relating to the compliance of its product and that he will make these records available to the certification body when requested. |
| **4.6** | If the formulations and technical specifications are known to the certification body, this agreement does not have to be re-completed for every follow-up order. |
| **4.7** | Upon placing of the order, the client accepts the [Certification conditions](http://www.isega.de/Certification-Body/Certification-conditions/EN_index_1749.html). |

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|  | Place , 20 August 2018 |
| ………………………………………………………. |  |
| **Stamp** and legally binding **signature** of the client | Place, Date |