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2019 – Version 2.3

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| --- | --- | --- |
| Organisational unit (OU)Address | Invoice date:Invoice no.:Order number:Commitment no.:Cost centre:Reference number:REF contact person OU:Social insurance no.: |  |

**Invoice / Expense Account**

Period of service: MM/YY

Canton / country:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Item / date*** | ***Description*** | ***Fee*** | ***Per unit*** | ***Units*** | ***Total CHF*** |
| *1* | *Description of service*  | *Fee*  | *hour/day/lump sum* | *Quantity* | *Quantity x fee* |
| *2* |  |  |  |  |  |
| *3* |  |  |  |  |  |
| *4* |  |  |  |  |  |
| *Total fee in CHF* |  |
| *Total expenses in CHF* |  |
| ***Total invoiced amount in CHF*** |  |

Thank you for your order.

Yours sincerely

Sandra Sample

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| **Payment details** |
| Bank |  |
| Account holder name |  |
| Account number |  |
| IBAN |  |