

From ⁵⁾			To
			Please select recipient
Place, date:	[Place]	[date]	Lead Assessor SAS:
UIDB/VAT no.6)	CHE-		VAT (VAT-registered businesses only)

Invoice for rendered expert services

Invoice no. technical expert: _____ Order no. SAS ⁸⁾: _____

Assessed body/bodies

ID no. and action: [Example: 1234.1] Accr. no. _____

Name of body/bodies: _____

Assessed location(s): _____

Contractually agreed hourly expert fee _____

Period during which the services were rendered ¹⁰⁾ [month and year] to [month and year]

(includes all services rendered, from the start of preparations of the assessment activities to the check of the rectification of non-conformities)

Phase / activities	Quantity	Unit	Charges CHF / unit	Total fee in CHF	Total expenses in
Services not yet invoiced that were provided after the last invoice					
Verifying the correction of non-conformities or others		hour	CHF 0.00	-	
Current activity					
Assessment of	[Enter Date]				
File review / preparation		hour	CHF 0.00	-	
On-site assessment		hour	CHF 0.00	-	
Report preparation		hour	CHF 0.00	-	
Verifying the correction of non-conformities		hour	CHF 0.00	-	
Administrative tasks (correspondence, phone calls)		hour	CHF 0.00	-	
Effective journey time: (1/2 of it to be invoiced) ¹⁾	0.00	hour	CHF 0.00	-	
Travel costs (train, plane, etc.) ²⁾		CHF ⁷⁾			-
Place of dep./arrival:					
Train journeys (please select):	No train journey				
Travel costs (car)		km	0.70		-
Place of dep./arrival:					
Expenses on site (hotel, food) ⁹⁾		CHF ⁷⁾			-
Type of costs:					
Other expenses (parking, etc.) ²⁾		CHF ⁷⁾			-
Type of costs:					
Total hours:	0.00 hrs	Total services:		-	
		Total expenses:			-

Total excluding VAT -
VAT ³⁾ 0.0% -
Total due -

Comments

(Completed internally by SAS)
Kredit Nr. A 200.0001 Jahr: 20____
Konto: 311950
Auftrag: 110000
KST: _____
Datum / Unterschriften SAS: _____

Payment information: ⁴⁾

Name of bank, Zip code, city:

Account no.: ⁴⁾

Name of account holder ⁴⁾

IBAN:

SWIFT (foreign payments):

Please note

- 1) **Rules for journey time:** Half of your journey time may be invoiced. If tasks relating to his assessment were completed during the remaining journey time, they have to be entered in the corresponding section as working hours (see SAS Document 704, Point 8).
- 2) The effective costs may be invoiced **on the basis of the relevant original receipts** (see SAS Document 704, Point 8).
- 3) **Applies to all VAT-registered businesses.** The VAT rate appears automatically once the VAT number is entered at the top of the invoice.
- 4) The account for making payments must be in the name of the invoicing party.
- 5) Experts working as **freelancers must** prepare their invoices on **plain paper** (no company logo). In this case, it is recommended to **use this form**.
- 6) UIDB = Unique Business Identification Number. This number must be used as from 1st January 2014 (see bfs.admin.ch – Topics / Basics and Overviews / Register).
- 7) Foreign currency transactions must be converted into CHF at the current exchange rate.
- 8) **Your expenses cannot be processed and paid out without this order number.**
- 9) To be invoiced as to SAS Document 704, Point 8.
- 10) You must state the period during which the services were rendered at all times if you are of pension age.