

Please send this document to:

fin.arch@kuleuven.be

CUSTOMER INFORMATION SHEET

In order to comply with Belgian tax and accounting rules, we have to keep our customer data up to date and we kindly ask you to complete this form. These data will not be used for other purposes.

YOUR LEGAL / OFFICIAL

Name:

Address:

Contact person:

Does the invoice have to mention a **Purchase Order number**? YES NO

E-mail for E-invoice (PDF):

ALL future invoices will be sent to this (preferably functional) e-mail address.

Invoices will be delivered from the following e-mail address: no.reply@basware.com.

In order to make sure that you correctly receive these e-mails, please make sure to treat this e-mail address as a safe sender.

ACCOUNTS PAYABLE

Name:

Address:

Telephone:

E-mail for reminders:

Your legal form company public institution private institution
 association foundation individual
 professional self-employed person

other:

Briefly describe your core business:

If you are located in an

EU country: do you have a **VAT number**: Yes No

Our VAT number is:

Other country:

If you are liable to a similar tax to European VAT, the fiscal number is:

If you are registered by the Chambre of Commerce (or similar), the registration number is:

Remarks:

Thank you for your kind co-operation.