|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Place company / institution logo here] | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **INVOICE** | | | | | | | | |
|  |  |  |  |  | **Invoice No:** | | | |
|  |  |  |  |  |  |  |  |  |
| **Issuer:** | | | | | **Client:** | | | |
| Name: |  | | |  | Name: | **Regional Centre for Information and Scientific Development Ltd.** | | |
| Address: |  | | |  | Address: | Hűvösvölgyi St. 54. V/1 H-1021 Budapest | | |
| Tax No: |  | | |  | Tax No: | HU23417562 | | |
| Bank name: | |  | | |  |  |  |  |
| IBAN (account No.) | |  | | |  |  |  |  |
| SWIFT |  |  | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Method of payment** | | **Date of performance** | | **Date of invoice** | |  | **Due on** | |
| bank transfer |  | / / 2016 | | / / 2016 | |  | / / 2016 | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Quantity** | **Service/Product** | | | **Unit price** | | **Currency** | **Amount** | |
|  |  |  |  |  |  |  |  |  |
|  | Flight ticket / train ticket (car costs) to … [place of event] for … [name of Grantee] | | |  |  |  |  |  |
|  | Accomodation / Hotel | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total: |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total EUR: | |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | To be transferred total: [in words] | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | exchange rate: local currency / EUR | | | |  |  |  |  |