



Offer type B

! Attention: This is a PC File!

Information to help you fill in the Offer form:

General indications

1. In order to electronically fill in the "Offer type B" file that you have just opened, click on the required page at the bottom margin of this worksheet.
2. All of the pages are "read only" to the degree that you can only fill in the fields that need to be filled in.
3. By pressing the TAB key, the cursor will automatically skip over to the next field that can or must be filled in.
4. By using your mouse, you can click directly on the fields that you can or must fill in.
5. *How can I print out the full offer?*
 - a) While pressing down the Ctrl key with your finger, click on pages 1 through 4 at the bottom margin of this worksheet with your mouse.
 - b) Now proceed to give the "print" command and the full offer will be printed.

Information concerning the **Subcontractor (S/C)**:

- | | |
|-----|--|
| S/C | 6. Before filling in the desired line, please enter the letters (S/C) into the space in column A that has been marked in light blue. |
| S/C | 7. Please enter total amounts for the Subcontractor (S/C) only into the fields that have been marked in light blue. |

Indications for the individual pages

Page 1:

8. The totals cannot be entered manually. Excel will calculate them automatically as soon as pages 2 - 4 have been filled in electronically.

Page 2:

9. Fees

The total amount will be automatically calculated by Excel as soon as you have entered the number of hours/days together with the pay rate.



Offer for mandate type B

Details:

Company/Firm:

Name/First name(s):

VAT-Number:

Street:

Postecode/Place:

Country:

Telefon no.

Fax no.

E-Mail:

Intended duration of contract:

from:

to:

Place:

Date:

Signature of the contracting party:
.....

Person to contact in the firm/company and phone no.:
.....

The offer was established in the following currency:

1. REMUNERATION

1.1	Consultant and/or international consultant		Total Fees of employees
	TOTAL REMUNERATION		SUM 1.

2. DIRECT COSTS

	Travel and expenses (consultant)		Total Travel and expenses of employees
2.1	Expense allowances for accommodation and food		
2.2	Travel expenses		
2.3	Additional travel expenses		
2.4	Other costs		
	TOTAL DIRECT COSTS		SUM 2.

3. TOTAL MATERIAL (consultant)

SUM 3.

4. SUB-CONTRACTING

4.1	Remuneration of sub-contractor		Total Fees of sub-contractor(s)
4.2	Travel and expenses (sub-contractor)		Total Travel and expenses of sub-contractor(s)
4.2.1	Expense allowances for accommodation and food		
4.2.2	Travel expenses		
4.2.3	Additional travel expenses		
4.2.4	Other costs		
4.3	Material (sub-contractor)		
	TOTAL SUB-CONTRACTING		SUM 4.

5. VAT

Amount due

GRAND TOTAL		SUM 1. + 2. + 3. + 4. + 5.
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Name/First name(s):

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Telefon no.

Fax no.

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Intended duration of contract:

from:

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The offer was established in the following currency:

1. REMUNERATION

1.1	Consultant and/or international consultant		Total Fees of employees
	TOTAL REMUNERATION		SUM 1.

2. DIRECT COSTS

	Travel and expenses (consultant)		Total Travel and expenses of employees
2.1	Expense allowances for accommodation and food		
2.2	Travel expenses		
2.3	Additional travel expenses		
2.4	Other costs		
	TOTAL DIRECT COSTS		SUM 2.

3. TOTAL MATERIAL (consultant)

SUM 3.

4. SUB-CONTRACTING

4.1	Remuneration of sub-contractor		Total Fees of sub-contractor(s)
4.2	Travel and expenses (sub-contractor)		Total Travel and expenses of sub-contractor(s)
4.2.1	Expense allowances for accommodation and food		
4.2.2	Travel expenses		
4.2.3	Additional travel expenses		
4.2.4	Other costs		
4.3	Material (sub-contractor)		
	TOTAL SUB-CONTRACTING		SUM 4.

5. VAT

Amount due

GRAND TOTAL		SUM 1. + 2. + 3. + 4. + 5.
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