



Delivery note

Date

Delivery note

Project manager

Basic unit (1):

CTT Code

-

Billable item

	Amount	Currency
Taxable amount		
IVA / VAT	%	
Invoice total		

Payment method

Cheque

☐

Bank transfer:

☐

Other

Payment terms:

days from Invoice Date

Due date:

Customer tax information

Name ⁽²⁾

Billing address ⁽³⁾

City

Postal code

Country

NIF/VAT number

Email:

Telephone number

In case of e-invoice:

DIR3 Code:

Accounting or tax office	
Managing or receiving authority	
Payer	

Proposing authority	
File	
Contract	
Order	
Delivery note	
DIRE:	
CEGE:	

Original invoice dispatch:

☒

To the customer

☐

By email

☐

To the professor or department responsible ⁽⁴⁾

☐

Electronic invoice

Address ⁽⁵⁾

City

Postal code

Country

For the attention of ⁽⁶⁾

Telephone number

Email

The professor declares that the service, technical assistance, or consultancy has been performed, or, where applicable, declares that this invoice is issued as an advance payment or provision of funds. Please note that the customer's information has tax implications and must be verified for accuracy.

Signature of the person responsible

Name

Date

(1) This is the code of the basic unit to which the project was assigned when it was registered in the CTT.

(2) Enter the full name without abbreviations. If it is an individual, specify their first name and both surnames.

(3) Ensure that the address is the billing address. It does not need to match the registered office address or the address to which the invoice will be sent.

(4) Check this box if you wish to deliver the invoice to the customer in person.

(5) Only fill in this information if the address to which the invoice should be sent is different from the billing address.

(6) If the invoice should be addressed to a specific person, specify them here.