



Malta 21/08/2015

**Subject: EASO/2015/271: CLARIFICATIONS 9**

**9.1**

**Q:** According to Terms of payment (page 17/34), "the contactor shall submit an invoice for payment of the actual provided services after completion of the services referred in the relevant Order form... " and the Draft Framework Contract (Annex II.5) points that "invoices shall contain the contactor's identification, the amount, the currency, and the date, as well as FWC reference and reference of the order form or other specific contract" – please, clarify if the contractor shall provide an original/copy of the hotel receipts, or the amount given in our invoice will be enough?

**A:** As stated in art. I.4.2 – "Payment of the balance" of the Draft Framework Contract: "[...]The invoice shall be accompanied by the Acceptance sheet for the executed services, signed by the EASO contact point and by the acceptance email for the flights booking [...]" At the level of this acceptance of executed services, the EASO Contact Point may ask for supporting documents for the costs.

EASO Contracts