

- Forms that are filled in incompletely will be returned to the freelancer;
- Days and hours worked must always be stated even if this involves a project;

- Round partial hours to the nearest 0.25, 0.50 and 0.75 (15, 30 and 45 minutes);
- The form must always contain a signature from the client company.

## Company client / Contracting Organization

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code / City: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Contact person: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Approval by contracting organization

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

VAT number: \_\_\_\_\_

The commissioning party, in the form of the aforementioned person, has checked the identity of the freelancer on the basis of an original identification document, also with regard to identity theft. It is, thus, filled in truthfully.

## Assignment and remuneration

Name of project / cost centre: \_\_\_\_\_

Description service / function: \_\_\_\_\_

Location of project / country: \_\_\_\_\_

Agreed amount: € \_\_\_\_\_

please ensure items 1 and 2 have been completed! (tick the appropriate box)

1. This amount is per:  hour  day  week  month  
 production  buy-out

2. This amount is:  VAT not included, Tentoo's commission included

Agreed invoiced amount including the employer's and employee's contributions. Tentoo's commission is passed on to the contractor.

VAT and Tentoo's commission not included

Agreed invoiced amount including the employer's and employee's contributions. Tentoo's commission is passed on to the client

Gross salary excluding Tentoo's commission

Agreed gross salary including the employee's contribution and excluding the employer's contribution. The employer's contribution and Tentoo's commission are passed on to the client.

Net salary excluding Tentoo's commission

Agreed net salary excluding the employer's and employee's contributions. The employee's contribution, employer's contribution and Tentoo's commission are passed on to the client.

## Remarks

\_\_\_\_\_

If you need more space, please use a separate sheet and attach it to this document.

All our assignments are subject to our General Terms and Conditions, which are deposited at the Amsterdam Chamber of Commerce under number 30134088. A copy will be sent to you upon request.

## Freelancer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code / City: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Dutch social security number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Approval freelancer

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

## Summary of hours worked

Date	Regular hours/day	Overtime %	%	Number of km	Postal code location*
Totals					

Kilometre allowance at € 0, \_\_\_\_\_ per km

\*Kilometres will only be reimbursed without deduction of tax when the postal code is filled out.

## Summary of expenses

	Nr of days	Expenses per day	Total
Travel (public transport)		€	€
Meals and accommodation		€	€
Materials		€	€
Telephone		€	€
Others (please specify)		€	€

Expenses reimbursed will be subject to taxation if the original receipts are not enclosed (with the exception of the kilometre allowance)

Date of receipt: \_\_\_\_\_