**Inserting order**

The Executive Board - The Vice President, Administration and Financial Affairs

Directorate IV   
Real Estate Management

Unit IV C

Infrastructural facility management

[zentrale-poststelle-lw@zv.tu-darmstadt.de](mailto:zentrale-poststelle-lw@zv.tu-darmstadt.de)

Our sign: IVC/A332

**Contracting entity:**

|  |  |
| --- | --- |
| Directorate/unit  Department/research group/institute \* | Klicken oder tippen Sie hier, um Text einzugeben. |
| Postal address and telephone \* | Klicken oder tippen Sie hier, um Text einzugeben. |
| Delivery address \* | Klicken oder tippen Sie hier, um Text einzugeben. |
| Cost centre/ project code \* | Klicken oder tippen Sie hier, um Text einzugeben. |
| Date \* | Klicken oder tippen Sie, um ein Datum einzugeben. |
| Name of the **person responsible for the budget** \* (lettering) | Klicken oder tippen Sie hier, um Text einzugeben. |
| Signature of the **person responsible for the budget** \* |  |

**\* Mandatory information:**  
If the information is missing, processing of the inserting order is not possible

|  |  |  |
| --- | --- | --- |
| Item. | Number of insertions: | Note : |
| 1. | Klicken oder tippen Sie hier, um Text einzugeben. | Klicken oder tippen Sie hier, um Text einzugeben. |
| 2. | Klicken oder tippen Sie hier, um Text einzugeben. | Klicken oder tippen Sie hier, um Text einzugeben. |

**Cost calculation:**

(to be filled in by the duplication office)

|  |  |  |
| --- | --- | --- |
| Item. | Costs/insertion | Final price € |
| 1. |  | **Insertion performed:**  Date Signature: |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| **Total** | |  |

**Please send this request for the provision of the inserting machine by email or fax to the duplication office.**

**Please note that processing is only possible upon presentation of this order.**

**Please note that, for technical reasons, the envelopes are provided by the duplication office and post room.**

**The invoice amount is automatically debited to the above cost centre/project code. The debit is made on a quarterly basis.**