

FY20 ITCS Service Application Form

<Fill in this form in English except these columns Chinese required>

Applicant Information

Company Name	1. Fill the basic information
Contact Name	
Telephone	
E-mail	

ITCS Internal Use	
Receiving Date	
Contact Name	
Case Number	

Payer's Invoice Information

<input type="checkbox"/> Inter-IKEA Group Company	<input type="checkbox"/> Other Company
Invoice Title (中国大陆境内公司请用中文填写)	Invoice Title (中国大陆境内公司请用中文填写)
Company No. (II xxxx)	IKEA Supplier No. (if applicable)
Cost Centre (CC xxxx)	Telephone
Contact Name	Contact Name
Telephone	E-mail
E-mail	
Invoice Delivery Address (中国大陆境内公司请用中文填写)	Invoice Delivery Address (中国大陆境内公司请用中文填写)
Post Code	Post Code

2. For non-Inter-IKEA Group company, pls fill this information.

Service Information

Service Description	
<p>4. Choose ITCS site or Client site. The training time is according to the agenda.</p> <p>All related travel cost of ITCS will be charged as other support service fee.</p> <p>Confirm the time consumption of your service with your ITCS contact before you send this application.</p>	<p>3. This content is according to the training agenda confirmed with lab.</p> <p><input type="checkbox"/> ITCS site training service (USD57/Hour/Trainee, minimum charge 4 hours) _____ hour(s) <input type="checkbox"/> ITCS 现场培训服务 (人民币 400 元/小时/学员, 最低按照 4 小时收费) _____ 小时</p> <p>Trainee number : _____ people. 学员数量 : _____ 人.</p> <p><input type="checkbox"/> Client site training service (USD57/Hour/Trainer, minimum charge 8 hours) _____ hour(s) (Trainer's travel cost will be charged according to actual expense.) <input type="checkbox"/> 客户现场培训服务 (人民币 400 元/小时/培训师, 最低按照 8 小时收费) _____ 小时 (培训师的差旅费将根据实际费用收取。)</p> <p>Trainer number : _____ people. 培训师数量 : _____ 人.</p>
	<p><input type="checkbox"/> ITCS site auditing/consulting service (USD57/Hour/Trainee, minimum charge 4 hours) _____ hour(s) <input type="checkbox"/> ITCS 现场审计/咨询服务 (人民币 400 元/小时/学员, 最低按照 4 小时收费) _____ 小时</p> <p><input type="checkbox"/> Client site auditing/consulting service (USD57/Hour/Trainer, minimum charge 8 hours) _____ hour(s) (Trainer's travel cost will be charged according to actual expense.) <input type="checkbox"/> 客户现场审计/咨询服务 (人民币 400 元/小时/培训师, 最低按照 8 小时收费) _____ 小时 (培训师的差旅费将根据实际费用收取。)</p> <p><input type="checkbox"/> Other professional service (USD57/Hour) _____ hour(s) <input type="checkbox"/> 其他专业服务(人民币 400 元/小时) _____ 小时</p> <p><input type="checkbox"/> Other Support Service/其他支持服务</p> <p>Invoice Amount = $\frac{\text{All Cost Attributable}}{1 - 5\% \text{ Profit rate} - 6\% \text{ VAT rate} * 7\% \text{ Surtax rate}} * (1 + 6\% \text{ VAT rate})$</p>

Note: (1) Unit price doesn't include any tax, 6% VAT is applicable for all kinds of services; (2) The final fee will be calculated on real occurs; (3) Payment term: bank transfer within 30 days upon receiving invoice; (4) The value of invoice is net, and can't be reduced by any kind of fees and bank charge; (5) Withholding tax or business tax shall be solely borne by payer; (6) 如需开具增值税专用发票, 请在确认本订单的同时提交贵公司开票信息。

Date: _____
 Authorized Signature & Company Chop of Payer:

Name in print: _____
 Sign and chop to confirm all above information

5. Signature & chop are the must.