[Dato]

Appendix 10 - Letter of completion

**Contract No**.:

**Consultant:**

**F2 case No.**:

**Title of Contract**:

By this letter EUACI acknowledges that the Services relating to the above mentioned Agreement have been completed.

Kindly forward the final invoice including the below mentioned documents by e-mail as a scanned pdf-file to the Client’s representative within a period of 30 days from the date of receipt of this message.

* Final Invoice
* A financial statement in accordance with Appendix 4B and Appendix 4A
* Auditors report based on the audit instruction in Appendix 4A
* This Appendix 10 Letter of Completion including the Client’s signature

Invoices from Danish Consultants must be submitted via the e-business framework, NemHandel, to the following EAN-location number: 5798000005600 including banking details, CVR-number and name and e-mail of the Client’s Representative. Invoices not submitted electronically will be declined. For information regarding electronic invoicing reference is made to the Danish Agency for Digitisation’s (in Danish: *Digitaliseringsstyrelsens*) website.

If the Consultant is foreign, the invoice must be sent as a pdf-file via e-mail and must for identification purposes state the following:

* Contract No.
* F2 case No.
* Client Representative’s name and e-mail, cf. Appendix 1
* Date and invoice number

Invoices from foreign companies must include banking details and IBAN and/or Swift Code and confirm whether the bank account can receive Danish Kroner (DKK).

Sincerely

Olena Ohorodnik

Senior Project Manager for Integrity Cities