

Contract with user

Contracting organization

Contracting organization(*): _____

Invoice address: _____

Contact (always to be filled in by companies): _____

VAT Registration Number: _____

Tel.: Fax: _____

E-mail: _____

(*): "Name and surname. Company name only if the beneficiary of our services is a legal person. Legal person: indicate type (Non Profit Making Association, Public Limited Company, Private Company with Limited Liability, ...). If the indicated beneficiary is not a legal person, the contact person that is mentioned here shall be held responsible personally for the obligations originating from this contract."

Assignment and remuneration

Reason of employment:

- artistic performance
 replacement of permanent employee
 temporary higher workload
 exceptional assignment

Name of production / place of employment: _____

Description service / function: _____

Employment regulation (as provided in employment regulators of executant/

contracting organization): permanent flexible other: _____

Duration of employment - weekly (if applicable) _____

Agreed amount € _____

Gross salary of permanent employee with same qualifications

(if applicable): _____

Net salary of permanent employee with same qualifications

(if applicable): _____

VAT Excl. / Incl. (gross salary + social contributions) of permanent

employee with same qualifications: _____

Tentoo commission Excl. / Incl

€ _____ per hours per day per week

per month production

Specific characteristics of working place :

(in view of application of employment legalisation and regulation).

Subject to other/adjusted agreement, the contracting organization is committed to pay 8% commission, calculated on total amount (VAT excl.). Total amount is composed as follows: gross salary plus employer social security contributions.

All our assignments are subject to our general terms and conditions, see backside of copy for user and backside of copy for executant. Tentoo is only committed to paying expenses that have been agreed with the temp person in the employment contract for temp employment.

Remarks

The contract with the freelancer has to be completed signed and handed over to Tentoo Payroll Services NV within 48 hours after the start of the employment.

Contract with executant

Executant

Freelancer: _____

Street address: _____

Postcode: _____ Place of Residence: _____

Tel. & Fax: Mobile: _____

E-mail adres: _____

National Number: _____

Student Yes No Date of birth: _____

The law of 12 april 1965 concerning the protection of the employee's salary is applicable

Overview of hours worked

Date	Regular hours / day	Overtime %	Daily compensation	Total amount km
Total				

Km allowance € 0,3456 per km for work-work and € 0,15 per km for home-work traffic. In case of different amount per km, signature needed of contracting organization and executant.

Overview of expenses

Expenses will only be reimbursed without tax if the original receipts are enclosed (with exception of kilometre allowance and day allowance).

Km allowance: _____ km at 0,15/km _____ km at 0,3456/km

Other expenses: _____

Agreed gross salary: € _____

day week month hour production

Gross salary equals net salary + employee social security contributions and taxes.

On top of gross salary, employer social security contributions, Tentoo commission and VAT will be added.

Approval of contracting organization
Signature: _____

Approval Executant
Signature: _____

Approval Tentoo
Signature: _____

Completed truthfully

Salary will be paid by bank transfer on account nr

(your account nr.): _____

Date of receipt: _____

Total invoice amount

Excluding VAT, unless otherwise indicated. Including commission of Tentoo, unless otherwise indicated. Including expenses, unless otherwise indicated.

€ _____