

## Annex IX: Template for requesting the renewal/extension of the provision of the services

Under FWC 07/2015/OP/EITPROC

European Institute of Innovation and Technology Unit [complete] Authorising Officer Neumann János utca 1/E H-1117 Budapest <a href="mailto:HR@eit.europa.eu">HR@eit.europa.eu</a> +36 1 481 9300	Mr/Mrs/Ms [complete] [Function] [Company name] [Official address in full] [E-mail address] [Phone number]
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Sent by e-mail only

Date of

submission:

Subject:	Request of the extension of the order form n°.....
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Name of the interim staff:	
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Please proceed with the request for interim staff according to the following specifications: (\*)

Profile	
Language skills	
IT skills	
Duration of the assignment	
Amount of the request (in €) (**)	
Other skills/competences	
Justification	

You are requested to confirm the receipt of the present order form by e-mail at the latest 2 hours after reception to the following e-mail address:

*(stamp / signature)*

(\*) The contract and the invoice shall be addressed to:

(\*\*) This amount is subject to changes in case of salary adjustment.