

Information on the General Terms of Purchase for the Calibration of Devices by PTB

- Purpose** This leaflet contains information which will help you to understand why the “buying” of services from PTB is different from “normal” business transactions carried out with commercial companies.
- About PTB** PTB is the National Metrology Institute of Germany and the highest technical authority of the Federal Republic of Germany in the field of metrology with scientific and technical service tasks. It comes under the auspices of the Federal Ministry of Economics and Technology. Consequently, it is a statutory body under public law without legal capacity. It meets the requirements for calibration and testing laboratories as defined in EN ISO/IEC 17025.
- Terms** Any order will be dealt with according to PTB's regulation of fees ("*Regulations Governing Charges for Services Supplied*" / "*Kostenverordnung für Nutzleistungen*") and the *Act on Administrative Proceedings* ("*Verwaltungsverfahrensgesetz*"). PTB is not entitled to negotiate these terms or to accept conditions other than those mentioned.
- Date** PTB will do its best to complete the calibration within the time indicated in our offer. However, PTB is not allowed to guarantee that a calibration will be completed by a specific date. Consequently, delay penalties cannot be accepted.
- Fee** The price indicated by PTB is an estimated price which applies to the calibration only. It is based on the time expected to complete the work. Due to legal reasons (see above), PTB may state a non-committal estimate only. The final fee will be calculated after the calibration has been completed and will include reimbursement for PTB's outlay, e.g. shipment, customs, bank charges, etc. Consequently, the final amount will in general be higher than the estimated costs (see "*Payment*").
- VAT** The fees of PTB are not subject to Value Added Tax (VAT). Hence, in PTB's invoices (which are also called "*bill of costs*"), no VAT appears.
- Payment** According to PTB's Internal Directive No. 10/05, calibration work for customers from abroad must not be commenced before an advance payment of the estimated costs has been received*. In general, the final bill and the calibration certificate(s) will be sent to the customer after the calibration has been completed. However, PTB reserves the right to hand out the calibration certificate(s) only after the final bill has been completely paid if a previous occurrence has given cause for this proceeding.
- Sorry!** We apologize for any inconvenience these terms might cause in the ordering process within your company, but we are bound by strict regulations based on Federal Law.

* In general, national state institutes are exempted from advance payment.