

## Purchase Orders

VirtoSoftware accepts purchase orders (POs) from established companies, educational institutions, and government entities. Please read the following terms and conditions carefully. We cannot process your PO unless you provide all of the information requested below:

### 1. Address the PO to:

AVANGATE BV  
Van Heuven Goedhartiaan 937  
1181 LD Amstelveen  
Amsterdam

### 2. Please include the following information about your company:

- Company Name
- Company's Tax ID Number (Non European Union member states only)
- Company's DUNS Number (Non European Union member states only)
- Company Billing Address (to be used on the Invoice)
- Company's VAT ID (European Union state members only)

Important: Orders that do NOT contain ALL of the above information must be prepaid.

### 3. Billing Contact Information: All purchase orders must contain the contact information for the person responsible for receiving and processing the invoice. This contact information must include:

- Person's Name and their department
- Billing Phone number
- Billing E-mail address
- Fax Number

**Important:** If you do not accept invoices electronically, please indicate where you would like us to send the invoice.

### 4. Our products are shipped electronically. To ensure proper product activation, you must provide the contact information for the license holder (the individual responsible for maintaining and administering the license). This contact information must include:

- First and Last Name
- E-mail address
- Shipping Address if different from Billing Address
- Phone Number

### 5. The PO must contain the following information:

- The product name
- The quantity of products you are ordering

- The Quote or estimate number (if a quote or estimate was requested)
- The total amount of the order in US dollars

### **Payment Methods**

For Purchase Orders we accept payment via Bank (Wire) Transfer, Credit Cards or Check. Purchase information details are included in the Invoice.

Important: Bank transfer fees are not included in the list prices and your company needs to pay both the sending and receiving bank transfer fees.