

# Agreement on the Supply of Documents under the Automatic Document Delivery Service

May 2018

## 1. OFFER

FIZ Karlsruhe – Leibniz-Institut für Informationsinfrastruktur GmbH offers an Automatic Document Delivery Service. This service provides the customer with the possibility of ordering documents from FIZ Karlsruhe by electronic mail. After receipt of the order, the system will automatically search for an appropriate document supplier and forward the order to this supplier. The ordered document will be delivered in the requested form directly to the ordering person. At the end of the billing period, an invoice comprising all document deliveries carried out by the individual suppliers will be sent to the customer by FIZ Karlsruhe. FIZ Karlsruhe's Terms and Conditions for the Automatic Document Delivery Service as described overleaf are part of this offer.

## 2. ORDER

I hereby order access to the Automatic Document Delivery Service.

LoginID(s) is (are) to be entered  under a new account or under account no.:

Name
E-mail

End User \*                       Super User\*\*                       Administrator\*\*\*

Name
E-mail

End User \*                       Super User\*\*                       Administrator\*\*\*

Name
E-mail

End User \*                       Super User\*\*                       Administrator\*\*\*

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\* Please check "End User" if you want to order documents via FIZ AutoDoc. \*\* Please check "Super User" if you want to supervise your end users' orders. \*\*\* Please check "Administrator" if you want to customize the FIZ AutoDoc interaction within your corporate environment.

### 2.1. MAILING ADDRESS FOR DOCUMENTS:

Name and First
Name of Organization
Department
Country Code and Post Code
Location
Number and Street/P.O. Box
Telephone
Fax
E-Mail

## 2.2. BILLING ADDRESS, IF DIFFERENT FROM 2.1.

Name and First
Name of Organization
Department
Country Code and Post Code
Location
Number and Street/P.O. Box
Telephone
Fax
E-Mail

I accept the Terms and Conditions for the Automatic Document Delivery Service and I agree that FIZ Karlsruhe can use, process and store my personal data according to section 3 c) of the above mentioned Terms and Conditions

I agree that FIZ Karlsruhe may use my personal data for marketing and sales activities (e.g., information about product updates, price changes etc.). I recognize my right to withdraw my consent at any time.

As far as I act on behalf of an organization, I confirm that I am entitled to do so and I declare my consent to FIZ Karlsruhe's Terms and Conditions set out for the Automatic Document Delivery Service.

Name of organization on behalf of which access to the Automatic Document Delivery Service is requested	
Name and first name of the ordering person	
Date/Place	Legally binding signature, stamp of organization

### INVOICE SHOULD BE SENT

by mail as hardcopy

as PDF to e-mail address:

### SEND THIS FORM TO:

FIZ Karlsruhe – Leibniz-Institut für Informationsinfrastruktur, AutoDoc, Hermann-von-Helmholtz-Platz 1, 76344 Eggenstein-Leopoldshafen, Germany or by E-mail to: [autodoc@fiz-karlsruhe.de](mailto:autodoc@fiz-karlsruhe.de) .



FIZ Karlsruhe – Leibniz Institute for Information Infrastructure