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Open the PDF in a PDF reader (e.g., Adobe Acrobat Reader DC) and use the "T Text" option to fill in the form; save it and send it via e-mail or fax. You can also print it to send it via ordinary mail. You can also print the empty form to fill in it manually; send it via ordinary mail or scan/photograph it to send it via e-mail. Do not forget to fill in the marked fields in the lower half of the page.

ORDER FORM for *Series Monographiae Ciliophorae*

Please send me an offer/proforma invoice for

..... copy/copies of Number, year of *Series Monographiae Ciliophorae*

..... copy/copies of Number, year of *Series Monographiae Ciliophorae*

..... copy/copies of Number, year of *Series Monographiae Ciliophorae*

..... copy/copies of Number, year of *Series Monographiae Ciliophorae*

..... copy/copies of Number, year of *Series Monographiae Ciliophorae*

Invoice Address (= Delivery Address)

SURNAME (FAMILY NAME):

Forename (given name):

*University or Company:

*Institute or Department:

Street, House number:

Postcode/Zip code:

City:

Country:

*Your European VAT Registration number (only for European companies, e.g., booksellers, and Universities):

Your e-mail address (for questions and to send you the offer/proforma invoice; this e-mail address has to be identical with that with which you send the present order form):

.....

*Only when applicable.

When one of the following four statements is answered with "NO" (instead of YES), then the order cannot be accepted.

I am 18 years or older, that is, legally competent:

I have read and accept the Data Privacy, that is, the Declaration of Consent (see below, page 2 of this order form):

I agree that I cannot return the printed work and that there will be no refund (see note on Returning items below, page 3 of this order form):

I have read the information on Prices and Ordering and Payment (see below, pages 3 and 4 of this order form) and I agree that I have to pay in advance (with bank transfer in SEPA area or with Western Union bank transfer option in all other countries):

Date: Your name (no signature):

Data Privacy

Within the European Union (EU), data privacy is regulated by the General Data Protection Regulation (GDPR; <http://www.eugdpr.org/eugdpr.org.html>). For final version of the Regulation (released 6 April 2016; enforcement 25 May 2018), see <http://data.consilium.europa.eu/doc/document/ST-5419-2016-INIT/en/pdf>

Declaration of Consent

The contracting party (customer, firm/company) consents, that the personal data of the contracting party (*forename, surname, in the case of a firm the name of the firm, postal address [street, house number, postcode/zipcode, city, country], VAT-number in case of a European company/University*) are processed (stored) at the company Dr Helmut Berger, Technisches Büro für Ökologie (*Consulting Engineering Office for Ecology*), Radetzkystrasse 10, 5020 Salzburg, Austria. These non-sensitive data are collected on a legal basis. They are necessary and serve exclusively for the purpose of the execution of the contract, for example, the purchase of a book and the resulting acts (preparation of invoice, dispatch of goods).

The contracting party (customer, firm/company) consents, that a hard copy of the invoice (*with the following data of the contracting party: forename, surname, in the case of a firm the name of the firm, postal address [street, house number, postcode/zipcode, city, country], VAT-number in case of a European company*) is transferred to the tax adviser Hofer / Papistock, Norbert Brüll Strasse 24, 5020 Salzburg, Austria, for the purpose of accounting (calculation of tax burden of company Dr Helmut Berger, Technisches Büro für Ökologie, Radetzkystrasse 10, 5020 Salzburg, Austria). Of course, some data (*forename, surname, postal address*) are visible for deliverers (e.g., Austrian Post, German Post) during delivery of the goods. Note: The tax adviser and the deliverers are also subject to the GDPR. In addition, it cannot be excluded that officials of the tax office can see the data during tax inspection.

The contracting party (customer, firm) acknowledges and accepts, that the accounts (*invoice, statements of account, business papers*) have a period of retention of 7 years according to the Austrian finance and tax law (Bundesabgabenverordnung §132). A cancellation/destruction of these accounts is not possible before the expiry of that period (7 years). For example, when a contracting party buys a book on January 3, 2018, the accounts/data can be destroyed/deleted not before January 1, 2026. Not later than 1 month after expiry of this legal period of retention, the accounts will be shred (hard copies) and deleted (electronic data).

The contracting party (customer, firm) consents that the offer/pro-forma invoice will be sent via e-mail.

The customer confirms, that he or she is 18 years or older, that is, legally competent.

Information

If no contract is concluded (for example, because the customer does not accept the offer), the transmitted data (*forename, surname, name of firm, postal address [street, house number, postcode/zipcode, city, country], VAT-number in the case of a European company*) are deleted immediately.

The private data of the contracting party are not exploited in any way and are not passed on to third parties (except tax advisor, see above). The access data on the website <https://www.protozoology.com> are not exploited in any way and are not analyzed.

The contracting party does not get information (e.g., newsletter, information about new publications by Helmut Berger) on the basis of the present declaration of consent or the data provided (e.g., e-mail address). Instead, it is recommended to visit the website <https://www.protozoology.com> periodically to get this information. You can also send an informal e-mail to office@protozoology.com to get information, for example, if a hard copy of a certain work is available.

Do not send information which is not necessary for processing contracts or sensitive data, for example, title, telephone number, gender, or credit card data.

The data (accounts) of the contracting party are not stored in a cloud. The computer systems of the company Dr. Helmut Berger, Technisches Büro für Ökologie, Salzburg are backed up by state of the

art technology, particularly by firewalls and permanently updated anti-virus software. In spite of that, it is not possible to ensure 100% safety (e.g., hacker attack, burglary in business premises; security flaw in processor). Your data are not stored in a customer file, that is, each time when you order a number of the series you have to fill in the order form completely.

Returning Items

In contrast to other products (e.g., clothes, mobile phones, jewellery), books and journals cannot be returned because they can be photocopied, scanned, or photographed very fast and easily. Each copy is checked carefully before it is shipped, that is, faulty copies are not delivered. However, when the wrapping and the copy have a **serious** transport damage, do not accept the consignment (in that case do not open the sealed inner envelope). It will be returned and you will get a new copy. There will be no refund.

Prices

Net prices. The prices at “Published Works” are net prices, that is, without handling, postage, and VAT (see next entries). In addition, the gross price (net price + value added tax) is mentioned. Each printed page costs 2 Euro, that is, the net price for a work comprising, for example, 16 pages is 32 Euro. Note that this economy price includes the remuneration/wage of the author!

Handling and packing. For each consignment (shipment) 5 Euro handling and packing are added.

Postage. Postage is according to the Austrian Post (www.post.at; customers in Austria) or the German Post (<https://www.deutschepost.de/de.html>; customers from all other countries). All shipments are registered. At present, postage is 4.70 Euro (2.50 Euro postage + 2.20 Euro registration; <2000 gr; Austria), 3.95 Euro (1.45 Euro postage + 2.50 Euro registration; <500 gr; Germany), and 6.20 Euro (3.70 Euro postage + 2.50 Euro registration; <500 gr; all other countries), respectively.

Total price. The total price (= total amount) is calculated as follows: net price of product(s) + 5 Euro (handling and packing) + postage (see above) = subtotal + VAT (10% of subtotal for printed papers; see next paragraph when VAT has to be applied) = total amount. Possible import/export costs (e.g., duty) have to be paid by the customer.

VAT. (= Value Added Tax or Sales Tax; Mehrwertsteuer/Umsatzsteuer in German): VAT (10% for printed books; 20% for other products, e.g., PDF) is added for customers from Austria and other countries of the European Union. Companies from the EU have to provide their VAT-number in the order (when no VAT-number is provided, then VAT is added). Customers from all other countries are free of VAT. Note that all VAT-numbers are checked at http://ec.europa.eu/taxation_customs/vies/

Book sellers. Discount for book sellers is 25% on net price of product.

When you order more than one number of SMC. When you order two or more numbers of the series, then you have to pay handling + packing (5 Euro) only once. However, when the total weight is higher than 2000 gr (Austria) or 500 gr (other countries), then postage becomes more expensive than mentioned above.

Cost of Payment. Payment can be made by ordinary bank transfer (SEPA) and with bank transfer via Western Union (other countries). Within the Single Euro Payments Area (SEPA), bank transfer is free of bank costs. SEPA countries are: countries of the European Union, Iceland, Liechtenstein, Norway, Switzerland, Monaco, San Marino, Jersey, Guernsey, and Isle of Man. Customers from all other countries have to transfer the total amount to my bank account using Western Union (WU) (<https://www.westernunionbank.com>); the costs for the WU transfer to my bank account in Austria are rather low. As is usual at WU, the sender of the money has to pay the costs for the transfer. The transfer can be made online. No other methods (e.g., cheque, credit card, Bitcoin) are accepted.

Ordering and payment

1 There are three ways to place an order, namely,

(i) by E-mail (office@protozoology.com);

(ii) by mail; send your order to:

Dr Helmut BERGER
Technisches Büro für Ökologie
Radetzkystrasse 10
5020 Salzburg
Austria

(iii) by Fax [++43 (0)662 2764081]; or

Note: In all cases, you will get the offer/proforma invoice via e-mail.

Note: No other order is accepted.

2 You have to provide the following non-sensitive data on the order form (DO NOT send data which are not necessary for the fulfilment of the contract, for example, title, telephone number, gender, credit card data):

(i) Your full name (Forename SURNAME);

(ii) Your e-mail address (for sending you the offer/proforma invoice; it has to be identical with the e-mail address which you use for sending the order);

(iii) Your full postal address (for invoice and for mail) so that the shipment can be delivered without problems. NOTE: The delivery address has to be identical with the billing address!

(iv) Only when applicable: VAT-number, when the product is for a company (e.g., bookseller) or university outside Austria, but within the European Union. Note: all VAT-numbers are checked at http://ec.europa.eu/taxation_customs/vies/

(v) Amount and clear designation of product (e.g., 3 copies of Number 2, year 2018 of Series Monographiae Ciliophorae).

On the order form you have:

(i) to confirm that you are 18 years or older, that is, legally competent (see also Data Privacy);

(ii) to read and accept the Data Privacy, that is, the Declaration of Consent (page 2 of order form);

(iii) to agree that you cannot return the printed work (see note on Returning items below and on page 3 of the order form) that there will be no refund; and

(iv) to read the information on Prices and Ordering and Payment (see pages 3–4 of the order form) and you have to agree that you have to pay in advance (see below) with bank transfer in the SEPA area or with Western Union bank transfer option in all other countries.

3 You have to pay in advance! Shortly after receiving your order, you will get, via e-mail, an offer which is simultaneously the “Proforma Invoice” showing all details, including the total amount. It is recommended to inform me briefly whether or not you want to buy the work. When you are satisfied with the offer, pay the total amount via ordinary bank transfer when you are from a “SEPA” country (see last paragraph in chapter Prices above). Customers from all other countries have to use the “bank transfer option” (NOT the “Cash option”) using Western Union (<https://www.westernunionbank.com>; see above). When you pay with Western Union, you have to pay the costs for the transfer to my bank account; note that the costs for the transfer to my bank account are distinctly lower than that for the “Cash” option. Provide also the Invoice number when making the transfer to my bank account. My bank data (BIC, IBAN, name of my bank) are shown on the offer/Proforma invoice. You will get an information when the total amount is on my bank account. No other methods (e.g., cheque, credit card, Bitcoin) are accepted.

4 Upon receipt of the total amount, the product will be dispatched to you. The shipping for non-Austrian customers usually takes place on Wednesday because I have to go to the post office in Freilassing, Germany, to keep postage low for you. In addition, you get the invoice which confirms that you have paid. After posting the parcel you will get an e-mail with an internet-address for shipment tracking.