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2.4.06 Contract Position

The **Contract Position** form administers the details for periodical invoicing, if the invoice should contain positions. These positions can also contain external services.

Tip: For more on this subject see chapter [4.4.07 Contract Administration](#).

The screenshot shows a software window titled "Vertragsposition 3-1 Standardwartung". The window has a menu bar with "Dokument", "Bearbeiten", "Ansicht", and "Rückverweise". Below the menu bar, the form contains the following fields:

Vertrag	4556
Position	3-1
Bezeichnung	Standardwartung
Menge	1
Artikel	
Externer Betrag (Angebotswert)	1.020,00 EUR
Interner Betrag (Kosten)	780,00 EUR
Bemerkung	

Contract position 2-1 Projectile +5	
Contract	Introduction Projectile
Position	2-1
Description	Projectile +5
Menge	1 ☒
Item	Projectile +5 v f g x
Amount external	4.000,00 EUR
Amount internal	2.500,00 EUR
Note	

The form consist of the following elements:

- **Contract:** This field assigns a unique identification number to the contract automatically from the system.
- **Position:** This field specifies the number of the contract position, based on a unique number, which is automatically pre-occupied from the system
- **Description:** This field specifies the description of the contract position.
- **Amount, External Service:** The amount and type of an external service can be specified, if the budget items are related to the external services (for example, databases, hardware, ...). After confirmation using the green check mark, the internal and external budgets are defined from the purchase and sales prices of the external service.
- **External Amount:** This field specifies the amount, for which the customer is billed for this position.
- **Internal Amount:** This field specifies the amount, which is used for internal calculations and evaluation charts. From this, the actual internal costs are apparent.
- **Comments:** This field is designated for comments regarding invoice positions.

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