

INVOICING – IMPORTANT ISSUES

On the **25th** day of each month you will receive via e-mail an **Invoice Specification**- our summary of all the jobs you have delivered during the past 30 days (between 25th day of the previous month and 24th day of the ongoing month).

On that basis we will ask you:

- to issue your invoice with a strictly defined date (last day of the ending month) with a due date – NET 60 days
- upload it into the XTRF system at the latest on the last day of the month

Please do not invoice each job separately – invoice one or more specifications at the same time.

Our full and required company's data:

Localization Care Sp. z o.o. Sp. K.
31-130 Kraków, Poland, ul. Kremerowska 6/5
VAT PL 676-247-32-43

Each invoice should contain the following items:

- invoice number
- date of issue
- your full name and address (including the zip code and country name) - **especially for SEPA** transfers
- your VAT ID (if applicable)
- **LC monthly specification number (only)** and its total sum
- bank details (full details of account holder, account No., name of bank with address, IBAN and SWIFT)

PAYMENT TERMS AND METHODS

Wire transfers are possible for:

- **foreign invoices larger than 100 EUR/USD/GBP**
- **domestic invoices to be paid in PLN**

Smaller amounts will be on hold until the **total sum exceed the minimum 100 EUR/USD/GBP. We will arrange all payments above 100 EUR/USD/GBP only by wire transfer.**

Note: **our payment cycles run every last week of the month.** If your invoice is accepted, you may expect the payment due to the 30th/31st at the latest (up to max 60 days).

QUESTIONS OR DOUBTS?

In case of any other questions concerning invoices / payments do not hesitate to contact us:
payments@localizationcare.com