### [Your Company]

### [Address] [Date]

### [Supplier name]

### Supplier address]

### **[Your Company] is changings its address**

Due to [your company] introducing electronic routines for invoice processing and control we will be using the following new email address which will be in effect as of **[Date]:**

**[invoicedrop adress]**

Email sent to this new address will have to comply with the following requirements:

* Invoices must be sent as a system generated .pdf- or .tiff-document (meaning that it should not be a scanned image of a printed invoice).
* Several invoices can be sent in the same email.
* Every invoice including its attachments must be sent as **one** single file attached to the email.

PLEASE NOTE!: **ONLY** send invoices, credit notes or reminders to this email address. All other documents should be sent to the current email addres.

The invoice information will be read electronically. For that reason it’s very important that the writing is easily read and that all the relevant information is shown on the invoice. This information plus KID number (if it is relevant for the invoice in question) should be shown on the same page. In addition, the invoice must clearly state which services the invoice is for.

The following data must be specified on the invoices:

* The suppliers VAT number
* The suppliers IBAN- or bank account number.
* The invoice number
* Our reference
* Invoice date
* Due date
* Net amount
* Gross amount (Total)
* VAT amount
* Currency used (according to ISO 4217: Country and Currency Codes)

We thank you for your help and look forward to a continued good working relationship.

Should you have any questions please don't hesitate to contact me by phone at [Phone number] or via email at [email address].

Kind regards,

[Contact]

[Title]