INVOICING INSTRUCTIONS

The jobs you received from **cApStAn SA** must be invoiced to cApStAn SA. 🟡 Please **check in the dispatch mail** whether you should invoice to cApStAn SA or cApStAn Inc. (Philadelphia).

If you received the jobs BEFORE 1 January 2020, pleases see the section at the bottom jobs received from cApStan SPRL

INVOICING for cApStAn SA projects

TO BE INCLUDED IN YOUR INVOICE:

Invoice number	(if you use a numbering system)
Issuance date	(compulsory)
Your own Name and address	(compulsory)
Invoicing address & VAT N°	cApStAn SA Chaussée de La Hulpe 268 B-1170 Brussels, Belgium VAT: BE0890 600 946
PO number, Project & task description	Copy-paste the table you received from a cApStAn project manager in the dispatch mail
Bank details	Bank account number (IBAN, if you have it) Bank SWIFT code (if available) Name and address of the bank (branch address) Name of the holder of the bank account OR PayPal address

INVOICING for cApStAn INC projects

🟡 If in the dispatch mail it is indicated that you should invoice cApStAn Inc., make sure to include the following information:

Invoice number	(if you use a numbering system)
Issuance date	(required)
Your own Name and address	(required)
Invoicing address	cApStAn Linguistic Quality Control, Inc. 121 S.Broad Street, Suite 1710 Philadelphia, PA 19107 USA
Project & task description	Use the same wording as in the dispatch email you received from a cApStAn project manager.
Currency	Invoices are in US Dollars unless differently agreed.
Bank details	Bank account number (IBAN, if you have it) **Bank SWIFT code (required)** Name and address of the bank (branch address) Name of the holder of the bank account OR PayPal address

PayPal fees: If you wish to be paid through PayPal and want cApStAn to cover the charges, please include the charges in the invoice as a separate line. If you're not sure what the charges are for you country, you can use for example this calculator : http://paypalfeecalculator.paymentprocessing.cc/

Invoices for cApStAn Inc must be sent to **invoicing@capstaninc.us**.

Invoices are paid within **45 days** from the issuance date.

Jobs received from cApStAn SPRL or BranTra (=jobs received before 1 January 2020)

CLICK HERE TO EXPAND/COLLAPSE

INVOICING for cApStAn SPRL projects

⚠️ Please **check in the dispatch mail** whether you should invoice to cApStAn sprl, BranTra (both in Brussels), or cApStAn Inc. (Philadelphia).

SAMPLE INVOICE

Youu can download a

SAMPLE INVOICE

.

TO BE INCLUDED IN YOUR INVOICE:

Invoice number	(if you use a numbering system)
Issuance date	(compulsory)
Your own Name and address	(compulsory)
Invoicing address & VAT N°	cApStAn SPRL Chaussée de La Hulpe 268 B-1170 Brussels, Belgium VAT: BE 0472.149.280
PO number, Project & task description	Copy-paste the table you received from a cApStAn project manager in the dispatch mail
Bank details	Bank account number (IBAN, if you have it) Bank SWIFT code (if available) Name and address of the bank (branch address) Name of the holder of the bank account OR PayPal address

As regards **Project & task description**: For example, you must have received a table in the dispatch mail which looks like this:

Entity	PO number	Project code	Task	Word count	Rate	Fee
cApStAn sprl	EI17032002	PISA2018FT Verif COG	Verification Reading units [eng-MLT]	2,000	0,035	70 €

PayPal:

If you wish to be paid through PayPal and want cApStAn to cover the charges, please include the charges in the invoice on as a separate line. If you're not sure what the charges are for you country, you can use for example this calculator : http://paypalfeecalculator.paymentprocessing.cc/

- Subcontractors' invoices for all cApStAn Europe's projects should be sent to **accounts@capstan.be**.
- For any project for cApStAn Europe, the project manager will send the fee summary to the subcontractor when the subcontractor delivers the last batch or when the project manager has finished reviewing.
- If you wish to invoice **in the middle of a project** (e.g. you wish to invoice for the first 2 batches you have finished), please ask the project manager to send you a **fee summary**.
- Reply to that mail but **CHANGE the recipient address** to accounts@capstan.be (you can address directly to Savita who is in charge of processing invoices).
- Make sure that the fee information table you received from the project manager is included in the mail (i.e. do not delete the mail thread) in order for Savita to match this information with the details in your invoice.

Invoices are paid in **45 days** from the issuance date.

INVOICING for BranTra projects

⚠️ Please **check in the dispatch mail** whether you should invoice to cApStAn sprl, BranTra (both in Brussels), or cApStAn Inc. (Philadelphia).

TO BE INCLUDED IN YOUR INVOICE:

Invoice number	(if you use a numbering system)
Issuance date	(compulsory)
Your own Name and address	(compulsory)
Invoicing address & VAT N°	BranTra Chaussée de La Hulpe 268 B-1170 Brussels, Belgium VAT: BE 0896.064.620
PO number, Project & task description	Copy-paste the table you received from a BranTra project manager in the dispatch mail
Bank details	Bank account number (IBAN, if you have it) Bank SWIFT code (if available) Name and address of the bank (branch address) Name of the holder of the bank account OR PayPal address

As regards **Project & task description**: For example, you must have received a table in the dispatch mail which looks like this:

Entity	PO number	Project code	Task	Word count	Rate	Fee
BranTra	EJ17032002	PISA2018 GC FRA	Translation of GC items [eng-FRA]	1,000	0,08	80 €

PayPal:

If you wish to be paid through PayPal and want BranTra to cover the charges, please include the

charges in the invoice on as a separate line. If you're not sure what the charges are for you country, you can use for example this calculator : http://paypalfeecalculator.paymentprocessing.cc/

- Subcontractors' invoices for all BranTra's projects should be sent to **accounts@brantra.be**.
- For any project for BranTra, the project manager will send the fee summary to the subcontractor when the subcontractor delivers the last batch or when the project manager has finished reviewing.
- If you wish to invoice **in the middle of a project** (e.g. you wish to invoice for the first 2 batches you have finished), please ask the project manager to send you a **fee summary**.
- Reply to that mail but **CHANGE the recipient address** to accounts@capstan.be (you can address directly to Savita who is in charge of processing invoices).
- Make sure that the fee information table you received from the project manager is included in the mail (i.e. do not delete the mail thread) in order for Savita to match this information with the details in your invoice.

Invoices are paid in **45 days** from the issuance date.

From:
https://wiki.capstan.be/ - **cApStAn**

Permanent link:
https://wiki.capstan.be/doku.php?id=ehr_ling:invoicinginstrsubs&rev=1575879592

Last update: **2019/12/09 10:19**