

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, please 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

[You 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.

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