

# INVOICING INSTRUCTIONS

If you received the jobs **BEFORE 31 December 2019** ⇒ from cApStAn **SPRL** or **BranTra**, please see the section at the bottom [jobs received from cApStan SPRL](#)

If you received the jobs **AFTER 1 January 2020** ⇒ from cApStAn **SA**, please see the section here below.

⚠ Please **check in the dispatch mail** whether you should invoice to cApStAn SA or cApStAn Inc. (Philadelphia).

## INVOICING for cApStAn SA projects

### TO BE INCLUDED IN YOUR BILL:

<b>Bill number</b>	(if you use a numbering system)
<b>Issuance date</b>	(compulsory)
<b>Your own Name and address</b>	(compulsory)
<b>Billing address &amp; VAT N°</b>	cApStAn <b>SA</b> Chaussée de La Hulpe 268 B-1170 Brussels, Belgium <b>VAT: BE0890 600 946</b>
<b>PO number, Job description</b>	Copy-paste the table you received from a cApStAn project manager in the dispatch mail
<b>Bank details</b>	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

### Job description

cApStAn's project manager must have sent you a purchase order which looks like these. Make sure to include it in your bill.

Entity	PO number	Job code	Task	Word count	Rate	Fee
cApStAn SA	EI200110	PIRLSA2021FT Passages	Verification Passages [eng-MLT]	2,000	0,035	70 €

or

Entity	PO number	Job code	Task	Word count	Rate	Fee
cApStAn SA	EJ200110	HireVue	Translation [eng-FRA]	1,000	0,08	80 €

### 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' bills 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).

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

[If you wish, you can use this](#)

### BILL TEMPLATE

## 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:

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

<b>Invoice number</b>	(if you use a numbering system)
<b>Issuance date</b>	(compulsory)
<b>Your own Name and address</b>	(compulsory)
<b>Invoicing address &amp; VAT N°</b>	cApStAn SPRL Chaussée de La Hulpe 268 B-1170 Brussels, Belgium VAT: BE 0472.149.280
<b>PO number, Project &amp; task description</b>	Copy-paste the table you received from a cApStAn project manager in the dispatch mail
<b>Bank details</b>	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 your country, you can use for example this calculator : <http://paypalfecalculator.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:

<b>Invoice number</b>	(if you use a numbering system)
<b>Issuance date</b>	(compulsory)
<b>Your own Name and address</b>	(compulsory)
<b>Invoicing address &amp; VAT N°</b>	BranTra Chaussée de La Hulpe 268 B-1170 Brussels, Belgium VAT: BE 0896.064.620
<b>PO number, Project &amp; task description</b>	Copy-paste the table you received from a BranTra project manager in the dispatch mail
<b>Bank details</b>	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](mailto: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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