

## BILLING 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 on 1 January 2020 or later ⇒ from cApStAn **SA**, please see the section here below.

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

### Billing for cApStAn SA projects

#### TO BE INCLUDED IN YOUR BILL:

|                                     |  |
|-------------------------------------|--|
| <b>Bill number</b>                  | (Not compulsory. Use it if you use your own 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><br>Chaussée de La Hulpe 268<br>B-1170 Brussels, Belgium<br><b>VAT: BE0890 600 946</b>  |
| <b>PO number, Task description</b>  | Copy-paste it from the PO (Purchase Order) document you received from a cApStAn project manager.   |
| <b>Bank details</b>                 | Bank account number (IBAN, if you have it)<br>Bank SWIFT code (if available)<br>Name and address of the bank (branch address)<br>Name of the holder of the bank account<br>OR PayPal address |

#### Job description

cApStAn's project manager must have sent you a purchase order which contains the information about the task, like below. Make sure to include it in your bill.

| Entity     | PO number | Job code (=Project name = also called as "Analytic account") | 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 (=Project name = also called as "Analytic account") | Task                  | Word count | Rate | Fee  |
|------------|-----------|--|-----------------------|------------|------|------|
| cApStAn SA | EJ200110  | HireVue  | Translation [eng-FRA] | 1,000      | 0,08 | 80 € |

If you wish, you can use this

## BILL TEMPLATE

### PayPal:

If you wish to be paid through PayPal and want cApStAn to cover the charges, please include the charges in the bill 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 bill **in the middle of a project/job** (e.g. you wish to bill 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 bills).

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

## Billing for cApStAn INC projects

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

|                                       |   |
|---------------------------------------|---|
| <b>Bill number</b>                    | (if you use a numbering system)   |
| <b>Issuance date</b>                  | (required)  |
| <b>Your own Name and address</b>      | (required)  |
| <b>Billing address</b>                | cApStAn Linguistic Quality Control, Inc.<br>121 S.Broad Street, Suite 1710<br>Philadelphia, PA 19107<br>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>                       | Bills are in US Dollars unless differently agreed.  |
| <b>Bank details</b>                   | Bank account number (IBAN, if you have it)<br><b>Bank SWIFT code (required)</b><br>Name and address of the bank (branch address)<br>Name of the holder of the bank account<br>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 bill 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/>

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

Bills 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 bill 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>            | cApStAn SPRL<br>Chaussée de La Hulpe 268<br>B-1170 Brussels, Belgium<br>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)<br>Bank SWIFT code (if available)<br>Name and address of the bank (branch address)<br>Name of the holder of the bank account<br>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:

|  |  |
|--|--|
| <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<br>Chaussée de La Hulpe 268<br>B-1170 Brussels, Belgium<br>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)<br>Bank SWIFT code (if available)<br>Name and address of the bank (branch address)<br>Name of the holder of the bank account<br>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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