



Little Shop of Translations FAQ'S ABOUT INVOICING AND PAYMENT

Please read carefully the instructions given below when making and sending your invoice.

1. What information do I put on the invoice?

- a. **Your name and/or your company name**
- b. **Your full address**
- c. **Your VAT no**, if applicable
- d. **Job description** – you should specify the type of service rendered (translation, editing, proofreading, interpreting, etc), **and language combination**
- e. **Pricing: unit** (words, hours, flat rate, etc), **price per unit in EUR, quantity** (wordcount, total numbers of hours, etc) **and the total amount in EUR**
- f. **Your own reference number**
- g. **Our job no** (e.g. LST 081234)
- h. **Our full name and address and VAT no**

Little Shop of Translations bvba
VAT BE 0877.135.267
Damhertenlaan 38
2610 Wilrijk
Belgium

Please note that according to EU legislation, VAT should only be charged if you are holder of a Belgian VAT identification number. Payment of any other taxes remains the sole responsibility of the translator/interpreter.

- i. **Your bank account details:** please state your **IBAN** no (International Bank Account Number which consists of a two letter country code followed by up to thirty alphanumeric characters for the domestic bank account number) and **SWIFT/BIC** code (Bank Identification Code) or/and paypal/moneybookers account. For payments within the EU we exclusively pay via bank transfer. For payments outside EU which are made via bank transfer, please consult your bank as to provide us with all necessary details for processing the payment.
- j. **Date of issue**

IMPORTANT: please compile only one invoice for several jobs, do not issue separate invoices for each project. We strongly urge you to compile one invoice at the end of each month as to ensure a correct and timely processing of your invoice.

2. How do I send the invoice?

Please note that your invoice should be sent either **by post** (but not by registered mail) or directly by email to invoices@little-shop-of-translations.be. Invoices sent by fax or by email to the project managers will not be accepted. Please wait for a confirmation message after uploading your invoice.

3. Our payment policy:

We pay 30 days end of month. **We pay by bank transfer** but other possibilities like PayPal or MoneyBookers are usually used for payments outside EU. We do not send cheques.

Other questions?

Please send all your invoice and payment related questions to invoices@little-shop-of-translations.be

Thank you.

Zeljko Susljic & Ana Petrov