

Guide to correct invoice

It is simple and easy to prepare an invoice that you can send Zimplex Facility Service.

However, there are a few rules that must be met for our system to approve an invoice.

An invoice from you must ALWAYS contain:

- Your CVR number
- Your company name and address
- Invoice number + Invoice date
- Invoice amount excl. and incl. VAT
- Brief description of what is billed for

In addition, it is IMPORTANT that you be billed for hours from the 21st of last month to the 20th of the month in which you are billed.

The valid billing periods are:

January 21 and hours until February 20	July 21 and hours until August 20
February 21 and hours until March 20	August 21 and hours until September 20
March 21 and hours until April 20	September 21 and hours until October 20
April 21 and hours until May 20	October 21 and hours until November 20
May 21 and hours until June 20	November 21 and hours until December 20
June 21 and hours until July 20	December 21 and hours until January 20

If your invoice does not comply with these few rules, our system and bookkeeping will reject your invoice and we will not be able to pay you.

In other cases, other billing rules may have been agreed. However, this **must** be agreed directly with Michael Nielsen.

NOTE:

YOUR TIME SHEETS DO NOT WORK AS AN INVOICE.

YOUR TIME SHEET SHOULD ALWAYS BE DELIVERED ONCE A WEEK - EVERY MONDAY.

YOUR INVOICE DOES NOT WORK AS A TIME SHEET.

YOUR INVOICE SHOULD ALWAYS BE DELIVERED ONCE A MONTH

Below is an example of what an invoice CAN look like and what info should be on an invoice from you

