

# Invoice information

To speed up the processing and payment of your invoice, please consider the following points when preparing your invoices. We reserve the right to reject any invoices which do not meet the requirements.

## I. The payment term is 30 days after receipt of invoice

The standard term of payment for invoices sent to ProLinguo is 30 days after we receive your invoice. For more detailed information about your terms of payment, please refer to your Vendor Agreement.

## II. Monthly collective invoices

We would like you to send us monthly collective invoices. This means that you only present us with one invoice at the end of every month. You consented to this form of invoicing in the Vendor Agreement which you entered into with ProLinguo.

This collective invoice must list each job/project as an individual invoice item on its own line. Only completed jobs are valid for invoicing.

- ❶ A detailed breakdown of each invoice item (e.g. number of fuzzy matches) is not necessary. It is sufficient to state the total value of each invoice item.

## III. Correct PO numbers

Each invoice item (job) on the collective invoice must be accompanied by our complete PO number. This acts as our reference number for the job. The PO number can be found in the subject line and main body of every PO email you receive from ProLinguo.

**Invoices will only be accepted with the correct PO numbers.**

- ❶ Do not use the Memsources project number instead of the PO number. Our PO numbers take the format A-XXXXX-XXX-XXX

## IV. Complete invoicing details

Invoices sent to ProLinguo must comply with legal provisions and include all necessary information. Please adhere to the instructions in our information leaflet "[ProLinguo invoicing requirements](#)".

## V. When to send your invoice

We recommend that you send us your invoice on the last working day of the month.

The invoice must not be back dated to more than one week before it is sent. When invoicing projects dating back further than this time period, please use the current date as the invoice date.

**Invoices back dated to more than one week before the invoice is sent will not be accepted.**

## VI. Disclosure of change of bank details

In order to ensure that you always receive your payments securely and punctually, please expressly inform us immediately of any changes to your bank information. Your details are placed in a payment template and are not checked with each individual invoice. Failure to inform us of changes may result in your payment being sent to an out-of-date account.

### Also see:

ProLinguo invoicing requirements – invoices from Germany ([German](#))

ProLinguo invoicing requirements – non-domestic invoices ([German](#), [English](#))