

ProLinguo invoicing requirements

- Non-domestic invoices –

(compliant with Council Directive 2010/45/EU)

Please note that your invoices must show the following details:

- Your name and address
- Your invoice number
- Your VAT ID
(if applicable)
- Our name and address
(ProLinguo GmbH, Im Werkhof, Schaufelder Strasse 11, 30167 Hannover,
Germany)
- Our VAT ID
(DE 258 133 898)
- Invoice date
(not older than one week upon receipt)
- Delivery item: quantity/extent and type of service
- PO numbers for every item
- Delivery dates for every item
- Net total amount for every item
- Your payment details

Invoices from EU countries

- Reference to reverse-charge mechanism: "VAT reverse charged"
- If VAT exempt: Please state the reason why you are exempt from VAT.

Invoice language: German or English

Invoicing e-mail address: accounting@prolinguo.com