

# 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](mailto:accounting@prolinguo.com)