

## AN INVOICING GUIDE

Please, follow the rules given below to ensure your invoice is accepted immediately. They are simple and they save lots of time – both yours and the Vortum staff's. Thank you.

(Caution: this document does not apply to any agreement to complete a job (DPP) or any agreement to perform work (DPČ). Please, refer to the section of your agreement that contains payment conditions.)

Make sure your invoice states **the order identification details and the relevant amount**:

1. When invoicing for a number of orders, whether for a single client or more clients, an invoice may include multiple orders but each item must be specified – i.e. make sure you state the price of each order in addition to the total sum to be paid. If your invoice fails to specify the items or to include the total price, it cannot be accepted.
2. If you have no order ID, always ask the person who commissioned you. Each order code has the following format: "3letters\_year\_3numbers\_additional specifications (if any)", e.g. "HEU\_18\_085" or "PTI\_19\_001\_02 – proofreading".
3. If you use no payment identifier (variabilní symbol, VS), we use the number of the invoice as the payment identifier.

### Billing address:

VORTUM, s. r. o.

Rybná 716/24

110 00 Praha 1 – Staré Město

IČ: 05917174 (Company ID)

DIČ: CZ05917174 (Company VAT ID)

**All invoices are due 14 days** after the issue date unless agreed upon otherwise prior to your invoice being issued.

**Invoices must always be sent to the relevant project manager as well as to [faktury@vortum.cz](mailto:faktury@vortum.cz)**. If an invoice contains a number of orders from a number of project managers, please, send it to all the people who have commissioned you as well as to our general email address [faktury@vortum.cz](mailto:faktury@vortum.cz).

**If you issue invoices using MS Word/Excel**, our accountant also requires a scanned signature – or a scanned copy of a signed invoice.

**Contractors who use invoicing apps or software** do not have to include a signature.

**Send invoices by email**. It is no longer obligatory to use regular mail to send invoices. Furthermore, you run the risk of your invoice not reaching us on time, resulting in delayed payment.

If you require a **down-payment**, make sure it is approved in advance by the person who commissions you, i.e. the project manager. Should you have any **questions** pertaining to invoicing, contact the commissioner or send us an email to [faktury@vortum.cz](mailto:faktury@vortum.cz).

If your invoice happens to remain **unpaid by the due date** despite complying with all the rules specified herein, please, email us at [faktury@vortum.cz](mailto:faktury@vortum.cz). It will be paid straight away and you will also receive an apology.