



Invoicing instructions for CBG BARCELONA projects

INVOICE

The Invoice should include:

1. Your details:

- Company / name
- Postal address
- VAT No.

2. CBG details:

- Our legal details (you'll find them at the end of these instructions)
- Invoice No.
- Date of issue

3. Jobs specifications

- Supplier Order number (SO-XXXXXX)
- Delivery date
- Quantity in words, hours or pieces (accordingly to the info in the SO)
- Price per unit
- Total amount per job

4. Amounts

- Total amount
- VAT amount (if applicable)
- Grand total
- Currency

5. Bank/Paypal details

- Account holder name
- Bank name
- IBAN No./ SWIFT / BIC code / ABA / Routing number
- Or PayPal account



SENDING YOUR INVOICE

Send your Invoice to invoice.barcelona@cbg.com.

You will receive an automatic reply to confirm receipt of your invoice.

PAYMENT TERMS

Our payment terms are **30 days** from the day that we receive the **correct Invoice** (in case further update or amendment is required)

INVOICING TIMING

If you work with us regularly, **we recommend you invoice once a month**

OUR LEGAL DETAILS

CBG International Consulting and Translation, SL
c. Diputació, 303, 6º planta
08009 Barcelona
Spain
VAT: B-64364565

TEMPLATES

Please find a proposed template for your convenience in the following link

https://apollo.cbg.com/download/attachments/39989505/Invoice_Template%20EN_2021.docm?api=v2