

**cApStAn SA**  
Chaussée de La Hulpe 268  
1170 Brussels  
Belgique  
TVA: BE0890600946

# Invoice Submission Instructions

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## Important Notes

- Invoices that are incomplete or not sent to the correct email address may result in processing delays.
- To ensure timely payment, please always refer to the correct cApStAn entity (Inc. or SA) as indicated in your Purchase Order.

## Where to send your invoice

Your Purchase Order (PO) indicates which entity your invoice should be addresses to.

**cApStAn SA:** Send your invoice by email to [accounts@capstan.be](mailto:accounts@capstan.be)

**cApStAn SA**  
Chaussée de LA Hulpe 268  
1170 Brussels  
Belgium  
**VAT: BE0890 600 946**

**cApStAn Inc:** Send your invoice by email to [invoicing@capstaninc.us](mailto:invoicing@capstaninc.us)

**cApStAn Inc.**  
121 S.Broad Street, Suite 1710  
Philadelphia, PA 19107  
**USA**

If you wish, you can use our **BILL TEMPLATE**. Download it at the **bottom of this page**.

## When to submit your invoice

- Please submit your invoice **after receiving the automated notification from the Project Manager** (PM) confirming that your job has been approved.
- We strongly recommend submitting your invoice **within 30 days of approval**.
- Invoices received more than 6 months after approval may be subject to delays in processing and payment.

## Required information and invoice format

Invoices must be submitted in **PDF format** and must include the following:

- Invoice date
- cApStAn's complete address (see Section 1 above)
- Your complete legal/company address
- VAT number (if VAT-registered in an EU country)
- Purchase Order (PO) number (s)
- Your bank details including IBAN and SWIFT/BIC

## Payment terms

cApStAn SA: Payment will be made within **30 days after receipt of the correct invoice**.

cApStAn Inc: Payment will be made within **45 days after receipt of the correct invoice**.

## PAYPAL payments [Optional]

For invoices under **500 EUR or 500 USD**, you may request payment via **PayPal**. Please contact the appropriate accounts team (see above) for more information.

*Search terms: invoice, invoicing, billing, bill*