

Invoice Submission Instructions

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

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

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