

Annex 4

Invoice Information and Requirements

NLG GmbH is a Limited Liability Company under the laws of Germany. Our VAT Number is DE815194188.

Our payment terms are Net 60, End of Month. Invoices should be submitted on a weekly basis for completed work on a fully completed Purchase Order. We will not process payment on a partial purchase order.

INVOICE GUIDELINES

1. NLG orders a job only through an issued Purchase Order. There are rare cases when the urgency of the job requires a verbal order, to expedite the procedure.
2. Even in these cases, NLG must promptly follow-up with a PO before your invoice for this order can be processed. If you don't receive a PO, please request for it to be delivered promptly.
3. Your invoice must be issued in English, as all NLG Accounts Payable and Payments thereon are managed in English. No other language is acceptable.
4. The amount on the invoice must match the amount and currency stated on the PO. Partial invoicing of a PO will not be accepted. Please contact the responsible NLG project Manager if you have a question or concern about a PO.
5. Your invoice must be issued as a PDF. Hand-written invoices are not acceptable.
6. Your invoice should be sent to NLG via email at accounting@nlgworldwide.com.
7. Invoices that reach NLG more than 3 business days after end of the month in which work was completed will be processed the following month. For example, invoices received on or after February 4 will be paid at the end of April. Invoices received on February 3 for January work will be paid at the end of March.
8. In the "from:" part of your invoice you must clearly enter the following:
 - a. Your official company name.
 - b. Your physical and postal address, phone number, and e-mail address.
 - c. Your VAT number (If in the EU).
9. In the "to:" part of your invoice you must clearly enter the following:

NLG GmbH
Ludwigstr. 47
Munich Airport Business Park
85399 Hallbergmoos
GERMANY
VAT No. DE 815194188

10. Your invoice must include a "Date Issued", and a unique "Invoice Number."
11. You may include several different jobs on one invoice, which is strongly encouraged. We also request that you submit your invoices weekly for smoother processing and follow-up if necessary.
12. The NLG project number (O-xxxxxx) must always be clearly stated on your invoice, along with source and target language. If Trados or other memory tools are applicable, an explicit grid is not necessary (i.e. detailed breakdown).
13. If the invoice is more than one page and includes more than one job listed separately, you must clearly have an "Invoice Total" amount on the last page of the invoice. For every unique "Invoice Number" there is only one "Invoice Total" amount.
14. NLG GmbH fully complies with all German and European Union legislation regarding accounting and transaction reporting to VIES.

PAYMENTS

1. NLG will pay your invoice via wire transfer, 60 days following the month the jobs are shipped and invoices are issued. For example, a weekly invoice issued on January 19 for shipments during January 10 through the 16th will be paid at the end of March.
2. To receive a wire transfer your invoices must include the Account holder's name, account number, bank name & address, IBAN, BIC, Swift, and BLZ for German accounts.