



INVOICING PROCEDURES AND PAYMENT TERMS

If you have completed several projects for us, you may send one single invoice by the end of the month. Nevertheless, projects must be invoiced within a maximum of 12 months.

Please include the following information in your invoice:

1. Our complete details

CHANCEXPRESSION, LDA.
Rua das Oliveiras, Lote 66
Bairro Alto das Arrozeias
1685-026 Caneças
Portugal
VAT: PT513368345

2. Your complete details

Name/Company
Address
TAX/VAT/SS/ID number (as applicable in your country)

3. PO numbers (sent by email)

4. Your Paypal, Payoneer address or IBAN-BIC/SWIFT

Invoices dated on the **last day of the month** must be submitted by the **5th of the following month**.

Your invoice should **ONLY** be sent to: admin@verbarium-boutique.com

Payment

All invoices will be paid within 30 days from the invoice date, via bank transfer (European countries), PayPal or Payoneer.

Invoices without these details can't be processed.

THANK YOU for your cooperation!