

# How to send a bill to cApStAn

## Billing for cApStAn SA projects

### TO BE INCLUDED IN YOUR BILL:

- **Bill number** (Not compulsory. Use it if you use your own numbering system)
- **Issuance date** (compulsory)
- **Your own name and address** (compulsory)
- **Billing address & VAT N°** (compulsory)

cApStAn **SA**

Chaussée de La Hulpe 268

B-1170 Brussels, Belgium

**VAT: BE0890 600 946**

- **PO number, Task description** Copy-paste it from the PO (Purchase Order) document you received from a cApStAn project manager.
- **Your bank details**

Bank account number (IBAN, if you have it)

Bank SWIFT code (if available)

Name and address of the bank (branch address)

Name of the holder of the bank account

OR PayPal address

### WHERE TO SEND YOUR BILL:

- For cApStAn SA projects, send your bill to Ms. Savita Gauchan at [accounts@capstan.be](mailto:accounts@capstan.be).
- She is your contact person who will answer questions you may have concerning your bill or payment.

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

## Billing for cApStAn INC projects

If in the dispatch/hand off mail it is indicated that you should bill **cApStAn Inc.**, the details that need to be included in your bill are the same as above except for the following:

- **Billing address**

cApStAn Linguistic Quality Control, Inc.  
121 S.Broad Street, Suite 1710  
Philadelphia, PA 19107  
USA

- **Currency:** make sure the billing amount is in **US dollars**

### WHERE TO SEND YOUR BILL:

- For cApStAn Inc. projects, send your bill to Ms. Savita Gauchan at [invoicing@capstaninc.us](mailto:invoicing@capstaninc.us).
- She is your contact person who will answer questions you may have concerning your bill or payment.

## PayPal

If you wish to be paid through PayPal and want cApStAn to cover the charges, please include the charges in the bill on as a separate line. If you're not sure what the charges are for you country, you can use for example this calculator : <http://paypalfeecalculator.paymentprocessing.cc/>

- Subcontractors' bills for all cApStAn Europe's projects should be sent to [accounts@capstan.be](mailto:accounts@capstan.be).
- For any project for cApStAn Europe, the project manager will send the fee summary to the subcontractor when the subcontractor delivers the last batch or when the project manager has finished reviewing.
- If you wish to bill in the middle of a project/job (e.g. you wish to bill for the first 2 batches you have finished), please ask the project manager to send you a fee summary.
- Reply to that mail but CHANGE the recipient address to [accounts@capstan.be](mailto:accounts@capstan.be) (you can address directly to Savita who is in charge of processing bills).

## Payment term

Bills are paid in 45 days from the issuance date.

*Search terms: invoice, invoicing*