

Talented - Invoicing instructions

- When starting a new project, make sure you're up to date on which hourly system the client is using and how thoroughly they want you to report the hours. Talented will instruct you with this. Make sure you have access to these the day you start.
- At the end of the month we will send you a notification email to report the hours. Unless otherwise agreed, replying to the notification with the total amount of hours is enough. In some cases we need more detailed information for the client.
- People reporting to Talented Harvest, Mavericks Harvest, New Things Co Harvest or Reaktor Hours don't need to send an email, but make sure you mark your hours by the end of last business day each month.
- **For the invoice, please add following details:**
 - Your company details: name, business id, address, contact details
 - Talented's company details:
Talented Solutions Oy, 2778226-8, Kaikukatu 4 C, 00530 Helsinki + contact person from Talented
 - Project and period reference (ie. case Client's Name - January 2021)
 - Who has done, what and with what price (ie. Software Development: Matti Virtanen, 155 h, 80 €/h VAT 0%)
 - Date the invoice to the last day of the month, **payment term is 30 days unless agreed otherwise**
 - VAT breakdown should be visible and as a rule of thumb you will be using VAT 24% unless selling abroad
 - If you are invoicing us from abroad (ie. Estonia), you should use VAT 0% and add "Reverse charge, VAT Directive art 44" clause to the invoice.

Send invoices electronically:

Talented Solutions Oy

EDI id (OVT tunnus): 003727782268
Broker ID (Välittäjän tunnus): E204503 (OpusCapita Group Oy - Itella)
Business ID (y-tunnus): 2778226-8

Or via email:
TalentedSolutionsOy.FI.P:115682-7@docinbound.com