



Management Events Studio

Tallberginkatu 2A
00180 Helsinki, Finland
studio@mestudio.fi
www.mestudio.fi

Dear partner,

We are using electronic invoicing and wish to receive all invoices in electronic format. In case your company does not have the opportunity to use e-invoicing or send invoices by email, you may use the address of our bill-scanning service for sending invoices in paper format. We do not accept invoices sent to our company address.

Our invoicing addresses are:

Management Events Studio Oy, 2099583-4

VAT Identification number: FI20995834

Payment terms: **Net 30 days from invoice date**

Please note that all invoices must include the name of the orderer and project number.

1) E-invoicing:

E-invoice address: 003720995834

Operator: OpusCapita Solutions Oy

Operator ID: E204503

2) Invoices by email

An invoice must include the following details:

Management Events Studio Oy

PL 82745

00063 LASKUNET

Invoice is to be sent as an attachment in PDF-format (max.10mb/file) to the following email address: ManagementEventsStudio.FI.P.134265-8@docinbound.com

In case the invoice contains attachments, they need to be included in the same file as the invoice.

3) Invoices by postal mail

The invoice and envelope must include the following details:

Management Events Studio Oy

PL 82745

00063 LASKUNET

FINLAND

Please notice, we do not accept other material than invoices and their scanned attachments through the bill-scanning service. Any other material (e.g. receipts, business gifts, credit cards, entrance tickets) is not processed through the service. When sending invoices to the bill-scanning service either by email or postal mail, the address of the bill-scanning service must be visible on the invoice (and on envelope) accurately. Otherwise, the transmission of the invoice to our system may be delayed for several days.

