

Dear partner,

We handle our invoices electronically and receive e-invoices. Our e-invoicing service provider is Maventa.

Our invoicing address has changed on 30th of January 2023.

Our e-invoicing data is as follows:

Company information

Name: Management Events Studio Oy

VAT-number: 2099583-4

E-invoicing address: 003720995834

Payment terms: Net 30 days from invoice date

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

Operator information

Operator: Maventa

Operator Broker ID: 003721291126

Operator Broker ID in banking network: DABAFIHH

If you are not able to send invoices electronically, please send paper invoices to the following address:

Management Events Studio Oy

20995834

PL 100

80020 Kollektor Scan

Please note the following: The serial number in each invoice's address field, not only on the envelope. Only black text. Send only invoices with attachments to scanning. Do not use staples.

You can also send PDF-invoices to invoice-20995834@kollektor.fi following these instructions:

Invoices sent as e-mail attachments.

Only one invoice per file, which includes all the pages of the invoice.

You can send multiple invoices in one email. All files with an individual name.

One e-mail can be maximum 10Mb.

PDF-files need to be real PDF-documents, version 1.3 or newer.

PDF-files cannot be locked or password-protected. The dimension of the document can be maximum 210 x 297 mm. The name of the attachment can only include the regular marks: a-z, A-Z, 0-9.

Best regards,

Management Events Studio Oy