

II Invoicing

Concerns only foreign translators

An electronically submitted invoice will only be recognised for tax purposes if it has a valid digital electronic signature! Therefore only invoices that have a DIGITAL signature can be sent by e-mail or fax.

Otherwise invoices must be sent **by post!**

For more information visit

http://portal.wko.at/wk/format_detail.wk?AngID=1&StID=300170&DstID=0

Additional information:

A programme for digital signatures is available from one of our translation clients at: www.trosoft.net

Features of an invoice regulated by law

1. **Name and Address** of the delivering sub-contractor.
2. Name and Address of the beneficiary (benefit recipient), in this case **MB International Languages GmbH**
3. The **amount** and the **commercial indication** of the delivered objects or the sort and amount of other services.
4. **The day of delivery** or other accomplishments or the period of time in which the service takes place.
5. **Remuneration** (§ 4 UStG)
6. **The turnover tax rate** which should be applied (an indication in case of a tax exemption which applies for the delivery concerned or for other accomplishments (services))
7. The **tax amount** which applies to the remuneration

8. **Date of issue** of the invoice.
9. A **serial number** with one or more sequence of numbers which will be handed out once for identification of the invoice.
10. The **VAT Nr.** of the sub-contractor which has been received from the revenue office by the contractor.
11. The VAT Number from MB International Languages GmbH: **ATU 64037768**

III Internet Phone

Are you familiar with the Internet telephone Skype?

For more information visit

<http://www.skype.com/products/skype/windows/?autoload=true>

This helps to reduce phone costs (free from one PC to another PC) via the Internet! The software is free to download at www.skype.com. We have installed this Internet phone in our office.

Our Skype name is: ***mb_translation***

You need to:

set up your account (via the software). You can then make calls via a USB telephone or a USB headset (e.g. the Stereo USB Headset 250 from Logitech).