



Address:
The Media Mill
7 Quince Street
Braamfontein Werf
Johannesburg
2001

To Whom It May Concern:

In order to process payments, all suppliers must be loaded and correct invoicing procedure followed. Please read this document and follow all guidelines in order to ensure a smooth payment process.

All invoices must be made out to:

Between 10and5 Online Publishing PTY Ltd

The Media Mill
7 Quince Street
Braamfontein Werf
Johannesburg, 2001
VAT Number: 4660267073

All invoices must be sent to Finance@10and5.com and the person with who you have been dealing.

All invoices must contain the following details in clear, legible type in PDF format:

- Supplier contact details (name, e-mail and cell)
- Full supplier address
- Invoice number
- Invoice date
- VAT Number (if applicable)
- Clear description of the service or goods supplied
- Final amount
- Banking details (Bank name, Branch number, account number)
- PO Number issued from 10and5 as reference

Payment terms are nett-30 days from date of invoice unless otherwise confirmed in writing.

Invoices that do not reflect the above details may be subject to delays in payment.

Invoices not received directly by finance@10and5.com will not be processed.

No payments will be made without a valid Purchase Order Number issued to the supplier and reflected on the invoice.

For further enquiries:

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Between 10and5
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