

General Invoicing Guidelines

- Please quote the order number (41xxxxxxx or 42xxxxxxx) as well as the respective order item number for the individual invoice line items on all invoices, delivery notes, credit notes and in all other correspondence.
- Please do not make out invoices for several orders, i.e. each invoice must refer to a single order number only. Invoices for partial deliveries of orders can of course still be issued, provided this option has been contractually agreed.
- A total amount must be indicated for each invoice line item. The separate indication of only the list price and the respective surcharges and discounts will not be accepted.
- In the case of invoices issued for services (incl. transport invoices), all performance records and supporting documents must be enclosed with the invoice.
- Make sure that the printing quality is clean and clear (laser printer).
- Please avoid using coloured or grey backgrounds in areas of your invoices containing relevant data (number and date of invoice, purchase order number and order item, values and quantities).

Invoices submitted by e-mail

- The quoted e-mail address must be used for invoices only (not for reminders).
- Invoices are to be attached as PDF files and one PDF is to contain a single invoice (please integrate attachments such as performance records into the PDF document).

Our invoice address is:

Burgsmüller GmbH
Kreditorenbuchhaltung
Schwammelwitzer Straße 17
D-37574 Einbeck

Email: invoices@burgsmueller.de

Invoices without the above information as well as without the necessary mandatory information according to § 14 UStG (German VAT Act) must be rejected and returned to you for correction. Any delays in invoice processing due to non-compliance with the above criteria will not affect the payment term agreed with Burgsmüller GmbH, including the possibility of cash discount.