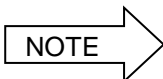


INVOICE INSTRUCTIONS

You can send us e-invoices, pdf-file as attachment or paper invoice. Please send only invoices to addresses below, no other information can be forwarded to us.



Please add our contact person as reference to all invoices. This way we can process and pay invoices without any delay or confusion.

All other material (press releases, brochures etc.) should be sent to our post/visit address:
HF-Autohuolto Oy, Tehtaankatu 17, 11710 Riihimäki, Finland

E-invoice

Receiver: HF-Autohuolto Oy
VAT-ID: FI09200316
E-invoice address (OVT ID): 003709200316
Operator: Maventa
Operator ID: 003721291126

Pdf-invoice via e-mail

e-mail address: invoice-09200316@kollektor.fi

- Please send invoice as attachment
- You can send several invoices in same e-mail if each invoice is separate file. All attachments need to have individual name.
- All invoice attachments need to be included to original invoice.
(F.ex. 1 page invoice + 2 page attachments = 3 pages all in same pdf)
- Serial number must be included in address field so it can be identified and assigned to our company. Additional technical data will be provided after request

Paper invoices

HF-Autohuolto Oy
09200316
PL 100
80020 Kollektor Scan

- Serial number must be included in address field so it can be identified and assigned to our company. If serial number is only at envelope, no longer company can be recognized and invoice cannot be processed.
- Please use black text on white paper if possible. Result after scanning is optimal this way.
- Please send only invoice material to this address as mail is automatically processed and sent to our finance department.
- Please do not use staples with these invoices.

If you need additional information, please do not hesitate to contact

HF-Autohuolto Oy
Merja Koskela
e-mail: merja.koskela@hf-autohuolto.fi
mobile +358 50 468 3888

Thank you!