

INVOICING INSTRUCTIONS

Dear Partner,

To ensure that your invoices are processed correctly and quickly, we ask you to include the name or reference of our contact person on all your invoices.

Brochures and other materials must be sent to our company's postal address.

We hope to receive your invoice primarily as an e-invoice.

E-invoice address 003709200316

Operator Maventa

Operator ID 003721291126

The operator code when sending from the bank network is DABAFIHH

E-mail invoices are delivered in pdf format to invoice-09200316@kollektor.fi

If you send several invoices in the same email, each invoice must be a separate attachment. Any attachments to the invoice must be included in the same file as follow-up pages.

If you only send paper invoices, they will be sent to

HF-Autohuolto Oy 09200316 PO.BOX 100 80020 Collector Scan

The address field of the invoice must include the serial number, not just the envelope. Please only send invoices here, other material must be sent to the postal address

HF-Autohuolto Oy Tehtaankatu 17 11710 Riihimäki

For more information, please contact

Leena Saloranta tel +358 40 480 5057 leena.saloranta@hf-autohuolto.fi

HF-Autohuolto Oy

<u>Tehtaankatu 5</u>		Tehtaankatu 17		Tehdaskylänkatu 1		11710 Riihimäki
Service	010 239 2050	Bodywork and collision repairs		Bodywork maintenance		www.hf-autohuolto.fi
Spare parts	010 239 2060	Service	050 511 7392	Service	050 308 1413	firstname.lastname@hf-autohuolto.fi
Tire services	050 407 7126	Spare parts	050 436 6560	Spare parts	050 472 2806	info@@hf-autohuolto.fi
		Valtra service	0400 477 106			VAT FI09200316