



onemeeting.com

Invoicing process guidelines Onemeeting.com B.V.

Onemeeting.com B.V. makes efforts to set up the invoicing process as efficiently as possible, so that our clients as well as our partners are quickly and completely provided with the required information.

For this reason we request that you adhere to the following guidelines with regard to invoicing:

- Invoices can be sent in PDF format to factuur@onemeeting.com stating the booking number that you will have received from us.
- The correct name details to put on the invoice are:

Onemeeting.com B.V.
T.a.v. crediteurenadministratie
Barchman Wuytierslaan 2
3818 LH AMERSFOORT

- We would appreciate receiving the invoice, including any purchased extras as quickly as possible, but no later than within 48 hours after the meeting has taken place. If we have not received the invoice within the period set out, we will maintain the booking value that corresponds with the offer signed by us. If delivering the invoice within the period set out is not feasible for any reason whatsoever, Onemeeting.com B.V. would like to be informed of this.

- If a client has purchased any extras in respect of the offer signed by Onemeeting.com B.V. (in numbers, subsequent calculation, car park ticket, etcetera), receiving a (bar) receipt signed by the client will be a requirement to enable payment of the invoice to you. If you do not have a signed (bar) receipt in your possession, we cannot pay these extra costs to you.

- We request a commission of 12% over the total net booking value, including any purchased extras. Please set off this commission against the invoice based on high rate vat.

- Onemeeting.com B.V. does not pay administrative costs.

- Onemeeting.com B.V. does not pay deposits.

- Onemeeting.com B.V. will proceed with the payment of the invoice received from you as soon as Onemeeting.com B.V. has received payment in full from the client with reference to the booking number, linked to the meeting, which has taken place at your location. If a client cancels the meeting, Onemeeting.com B.V. will send an invoice to the client within 24 hours after the original meeting date. Onemeeting.com B.V. will proceed with the payment of the cancellation invoice received from you as soon as Onemeeting.com B.V. has received payment in full from the client.

- The General Terms and Conditions of Onemeeting.com B.V. apply to all commercial transactions of Onemeeting.com. The terms and conditions of Onemeeting.com will prevail at any time in the event of a dispute.

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