

Dear Partner

To process your invoice, it should include the following:

- Address:  
Business Academy Aarhus  
Att. "reference person"  
Soenderhoej 30  
DK-8260 Viby J  
Denmark
- VAT No. = DK31677971
- A unique invoice No.
- Invoice date
- Due date (min. 30 days net due to our invoice procedures).
- A meaningful description of the service provided, possibly with a period/date
- Supplier's information:
  - a. name
  - b. full address
  - c. VAT No. (if it does not contain the supplier's VAT No., it should be noted on the invoice that the supplier is not VAT registered)
  - d. Bank name and full address
  - e. IBAN number (Europe)
  - f. Swift/or BIC code (outside Europe)

Best Regards

Finance Department

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Business Academy Aarhus  
School of Applied Sciences

Soenderhoej 30  
8260 Viby J  
DK Denmark

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