



## **Invoicing address and instructions**

### **Finnish Association of Translators and Interpreters**

You can send your invoices to the Finnish Association of Translators and Interpreters in printed format, as e-mail attachments in PDF format, or by filling in an online form on our website. We would prefer to receive invoices in electronic format, as we are aiming to reduce the amount of paper that we use as part of our own commitment to help save the environment.

#### **Invoice recipient and address (printed invoices):**

Finnish Association of Translators and Interpreters  
Meritullinkatu 33 A 32  
FI-00170 Helsinki  
Finland

#### **E-mail address for invoices:**

[laskutus@sktl.fi](mailto:laskutus@sktl.fi)

#### **Online forms on the Association's website:**

<http://www.sktl.fi/liitto/lomakkeet/>

You can use these forms to submit any bills of costs or invoices for travel and daily allowance fees or cash reimbursements. Please remember to include any receipts as attachments if you are invoicing cash reimbursements or travel and daily allowance fees. The forms have been designed to help our network of volunteers with their invoicing routines.

**Business ID:** 0202183-3

**VAT ID:** FI02021833

Please note that we do not as yet accept e-invoices.