

“Firmanavn”

“Adresse 1”

“Adresse 2”

Trondheim, 10.05.2016

Information to our providers

«Firmanavn» has signed a contract as a provider of distribution services with Adressa Distribusjon AS. This document is an elaboration of the administrative routines Adressa Distribusjon AS is expecting to be followed.

1) Deadline for submission of invoice:

Invoice must be sent with a 10 days due date. This means an invoice with due date (payment date) set to the first date of the month (e.g. 01.02.2016), must be sent to the company the latest at 22.01.2016 (example).

2) Which points should the invoice include:

Adressa Distribusjon AS cannot pay an invoice where VAT is billed if «Firmanavn» is not registered in the VAT register. Furthermore, Adressa Distribusjon AS cannot pay an invoice where VAT is not billed, if «Firmanavn» total turnover has passed NOK 50 000,-. Registration can be made via Altinn (www.altinn.no). Your local tax office can also assist you in the proses.

The letters **VAT/MVA** shall be inserted after the organization number on the invoice, as soon as «Firmanavn» has received a confirmation of the completed registry in the VAT register.

What will be invoiced (see example in the enclosed invoice):

- **Monthly sum** (fixed yearly sum, divided by 12), period specified (e.g. 01.11.15-30.11.15).
- **Waiting** (due to production / printing problems) rate is supplied in the contract. Latency is a subject of control, and the distribution manager shall be notified by email/telephone every day.
- **Media post books**, billed at NOK 2,- apiece.
- **Media post magazines**, billed at 0,50,- apiece.
- **Attachments/advertisement distribution:**
 - 20-60 grams: Billed at NOK 0,40,- apiece.
 - 61-100 grams: Billed at NOK 0,50,- apiece.
 - 101-200 grams: Billed at NOK 0,70,- apiece.
- **Byavisa/free newspapers:** Billed at NOK 0,65,- apiece.

For rates mentioned above «Firmanavn» feel free to contact us if you lack an overview of distributed items of any period.

Information to our providers

Invoice address is as followed:

Adressa Distribusjon AS – GLN-nummer: 7080003440822

Postboks 8911 7439 Trondheim

Please send the Invoice PDF to the following e-mail address: adressadistribusjon@invoicedrop.com

Invoice example:

Artikkelnummer:	Beskrivelse	Antall	Enhet	Enhetspris	Sum
Januar	Adressa Distribusjon AS	1	stk	36 000,-	36 000,-
Rute 51621	Venting 10.01.16:	0,5	t	106,-	106,-
Rute 51623	Ekstrarute 10.01.16-11.01.16	4	t	kr. 300,-	1200,-
Rute 51621	Mediapost bøker:	50	stk	kr.2,00,-	100,-
Rute 51621	Mediapost pakker:	50	stk	Kr.2,00,-	100,-
Rute 51621	Mediapost magasiner:	300	stk	kr. 0,50,-	150,-
Rute 51621	Vedleggs distribusjon: (20-60 gram):	300	stk	kr. 0,40	120,-
Rute 51621	Vedleggs distribusjon: (61-100 gram):	300	stk	kr. 0,50	150,-
Rute 51621	Vedleggs distribusjon: (101-200 gram):	300	stk	Kr. 0,70	210,-
Rute 51621	Byavisa/Gratisavis:	300	stk	kr. 0,65	195,-
Til sammen (eks mva):					38 331,-
Mva (25%):					0,0,-
Å betale:					38 331,-
Adresse:		Tlf:		Organisasjonsnummer:	
Nils Nilsen		40002170		111111111(MVA)	
Nilsen gata 34					
7048 TRONDHEIM					
Forfallsdato: 01.02.2016					
KID: 000000000					
BANKKONTO: 1111111111					

Kundenummer: 1

Faktura dato: 22.01.2016

Forfallsdato: 01.02.2016

Deres referanse: Thomas Aas Jensen

Vår referanse: Nils Nilsen

Merknad [TAJ1]: 10 dg. betalingsfrist

Merknad [TAJ2]: Betalingsfrist

Merknad [TAJ3]: MVA faktureres etter REG i MVA registeret. Må ha passert kr. 50 000,-

Merknad [TAJ4]: Når en er registrert i MVA registeret skal bokstavene: MVA skrives inn etter organisasjonsnummeret.

Merknad [TAJ5]: KID skal ikke benyttes

Information to our providers

3) Relations with governments and government agencies

As a provider in connection to Adressa Distribusjon AS, we expect and require «Firmanavn» to follow the rules that apply to the businesses and employers, including the calculation and timely payment of tax and VAT.

If «Firmanavn» has employees in your service, you need to be aware of the following points:

- Requirement of employment contract.
- Enrolments of employees in AA register.
- Requirements for work permits for workers from outside the EU
- Calculation and payment of payroll tax and prepaid tax.
- Working Environment Act, holiday act, National Insurance Act etc.

The list is not complete, you can find more information on pages like e.g. Altinn, Skatteetaten, Brønnøysundregistrene, Arbeidstilsynet and Lovdata.

Adressa Distribusjon AS reserves the right to verify our providers has all conditions in order relating to the mentioned above, and other laws and regulations applicable to businesses and corporations.

4) ID-cards

All who perform services for Adressa Distribusjon AS must carry a valid personal ID card issued by Adressa Distribusjon AS. These can be obtained by contacting us.

Yours sincerely
Adressa Distribusjon as

Thomas Aas Jensen
HR and Contract Manager
PB 3200 Sluppen
7003 TRONDHEIM
Location address: Ferjemannsveien 10, 7042 TRONDHEIM
Telefon:+47 400 02 170 / 2 between: 08:00-16:00
E-post: thomas.jensen@adressa-distribusjon.no

Adressa Distribusjon AS er et 100% eid selskap i Adresseavis Gruppen AS / Polaris Media AS