

[Company Name]  
[attn. Contact]  
[No. + Street name]  
[City + Postcode]

[Date]

**Subject: Delivery of your invoices**

Dear Sir / Madam,

We strive to continuously optimize the processes within our organization. One of the processes that we have optimized is the digital processing of our incoming invoices with a Blue10 system. With this letter we wish to inform you about the delivery of your invoices to us.

We would like to request that you send your invoices digitally by e-mail (as an attachment in PDF format) to [Company name]@[inkoopfacturen.nl]. If you have the opportunity to send invoices electronically (e-invoices), for example in XML format, we would like to hear from you. With e-invoices we could realize a fully automatic processing of your invoices.

We would also like to ask you to check our company data in your administration. In recent times we have noticed that in a number of cases the ascription deviates from our official company names. You understand that this can cause the necessary confusion and that invoices will (unjustly) remain in treatment longer than necessary. In the appendix you will find an overview of the various administrations and the correct ascription.

We would appreciate it if we can receive your invoices digitally / electronically from now on. If you are not yet able to send your invoices digitally, we would like to ask you in any case to send your invoices from now on to our postal address. In this way we prevent invoices from your company from being taken into the central processing, searching for them or not being processed in time.

If you have any questions about the delivery of your invoices, then I kindly request that you contact your contact person within our company.

Thanks in advance for your cooperation.

Sincerely,

[Name]

**Attachment: Administrations [Company Name]**

[Administration 1]

VAT number: [Fill]

Mailing address:

No. + Street name

City + Postcode

Delivery address:

No. + Street name

City + Postcode

[Administration 2]

VAT number: [Fill]

Mailing address:

No. + Street name

City + Postcode

Delivery address:

No. + Street name

City + Postcode

Etc.