



INVOICING MEDIA CONSULTA



PAYMENT FREQUENCY

The Agency processes the payments on a monthly basis(*). Collaborators are therefore kindly requested to forward their invoices month by month, preferably 3 or 4 days before the end of each month.

(*). Payments are settled at the end of the following month from date of invoice (example: August invoices are settled at the end of September; September invoices are settled at the end of October, etc.)

IMPORTANT: invoices are to be addressed to:

Media Consulta Malta Ltd - VAT number 1506-5407
Media Consulta House, 150 Psaila Street, B'Kara BKR 9077, MALTA

Information related to invoicing details is always indicated at the bottom of the official confirmation that you receive with each job assignment. Kindly always refer to the relevant email when invoicing a job. If the invoice has incorrect details it will be re-sent to your attention for correction and this may subsequently lead to a delay in payment.

PAYMENT METHOD

Collaborators residing in Malta are paid with a cheque mailed to their home. For foreign collaborators the Agency resorts to International Bank Transfer. Usually bank transfers are affected when the amount to be paid is at a minimum of €50.00. Another payment option is through PayPal or Skrill (MoneyBookers), usually preferred for small amounts (i.e.: less than €50.00).

On occasions where the monthly amount is less than €50.00 and the collaborator has no PayPal or Skrill/MoneyBookers account, we usually suggest leaving the invoice pending until it can be summed up with a new amount and reach the minimum amount for a Bank Transfer.



REQUIRED INFORMATION

Below is a list of the information that is required on each invoice.

SAMPLE INVOICE

Invoice no: Date:		
FROM:	TO: Media Consulta International, Ltd. Mailing Address: Bajala Street Għara BKR9077 Malta VAT number 1331-0836	
Tel:		
Email:		
TRANSLATION SERVICES		
Job Reference	PAF. No.	JOB No.
Charge	€	
Job Reference	PAF. No.	JOB No.
Charge	€	
TOTAL		€
Required form of payment:		
PayPal / Bank Account		

Collaborators details:

- Your name and address
- VAT Number, even if not applicable or exempt
- Your own Invoice Reference Number
- Date of your Invoice
- Requested form of Payment:
Bank Details and/or PayPal / Skrill (MoneyBookers) address

Agency details:

- The Company Name, address and respective VAT number
- Job number and Ref number
- The amount in € relative to each job

The Required Bank Details are:

- Account Name:
- Bank Name & Address:
- Account Number:
- SWIFT or BIC:
- IBAN Number:

CONTACT INFORMATION

Invoices are to be emailed as an attachment to ONE of the project managers you have worked with on the jobs you are invoicing.

For any type of queries regarding MCM invoices or payments; please contact us on:

translations@media-consulta.com.mt or **g.radmili@media-consulta.com.mt**