



How to Get Paid Guide for Global Translation Services

Address for invoices

Global Translation Services Ltd
470 Witton Road
Aston
Birmingham B6 6SN

Email address for invoices

finance@globaltranslationservices.co.uk

Purchase Order (PO) requirements

Only invoices with a valid PO number will be paid.

Payment run dates in month

Payment runs take place 2 working days before the last working day of the month and on a weekly basis every Monday and Thursday (excluding bank holidays)

Date(s) of invoice receipt and approval to be included in payment run

All invoices are approved with 48 hours of receipt and submitted for payment in next pay run date.

Contact details for invoice payment queries

Finance@globaltranslationservices.co.uk – All queries will be responded to within 48 hours

How invoice queries are dealt with

All invoice queries are responded to within 48 hours. We will revert back to your original written quote which was approved to investigate any disputes.

Timescale for invoice approval from receipt

If we have agreed on prompt payment upon receipt of invoice, we will issue out payment within 24 hours of receipt of invoice

Is an e-invoicing system utilised?

No

Other important information for suppliers