

## Instructions of Invoicing

Invoices can be sent to us by mail (to our mentioned address) or by e-mail to [admin@prostaff.ch](mailto:admin@prostaff.ch). Kindly note below some specialties of invoicing from business partners with Swiss or abroad domiciles.

### Swiss domiciles (stock company or private limited company)

The invoices must be compliant with Swiss VAT regulations. In consequence, the below details shall be mentioned on the invoice:

- Invoicing address: PROSTAFF Schweiz GmbH  
Buchhaltung  
Europa-Strasse 17  
CH-8152 Glattbrugg
- Exact address of invoicing partner including the company
- Date of invoicing
- Information of VAT number
- Information of services, including the number of hours/days and the hourly rate
- Separate designation of VAT 7.7% (amount in CHF)
- Information of bank account (IBAN, Account holder, Bank, Bank address, Clearing/BIC)

### Abroad domiciles

The invoices from EU-area must be issued without VAT. In consequence, the below details shall be mentioned on the invoice:

- Invoicing address: PROSTAFF Schweiz GmbH  
Buchhaltung  
Europa-Strasse 17  
CH-8152 Glattbrugg
- Exact address of invoicing partner including the company
- Date of invoicing
- Information of services, including the number of hours/days and the hourly rate
- Information of bank account (IBAN, Account holder, Bank, Bank address, Clearing/BIC)
- Additionally to be mentioned on the invoice:  
*Import of service in accordance with Art. 14 Abs. 3 MwStG i.V. with Art. 10 MWSTG.  
Service recipient is due of VAT in his domicile (Reverse-Charge-Regel).*