

Dear business partner,

In the spirit of environmental protection, to save on administrative costs and to simplify and thus accelerate payment processing, we would like to invite you to send us invoices in digital form. When doing so please mind the following:

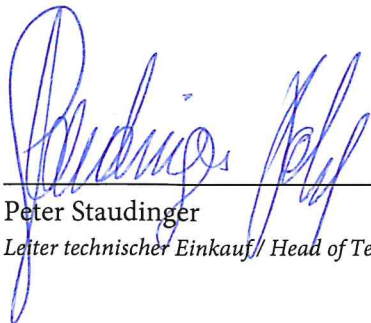
- ✓ Digital invoices must be submitted in *.pdf format
- ✓ Invoices must not be sent to several e-mail addresses at the same time or both in an e-mail and in printed form via the mail. Once you have switched to digital invoice submission, you must not switch back or alternate between digital and mail submission. Invoices must not be attached to goods.
- ✓ Invoices must be made out to the invoicing address of the respective Pfeifer Group plant. The plants' invoicing addresses are as follows:

Plant	E-mail addresses for digital invoices
Imst plant Pfeifer Holz GmbH & Co KG VAT No.: ATU50642602	imst.rechnungen@pfeifergroup.com
Kundl plant Pfeifer Holz GmbH & Co KG VAT No.: ATU50642602	kundl.rechnungen@pfeifergroup.com
Chanovice plant Pfeifer Holz s.r.o. VAT No.: CZ45349711	chanovice.rechnungen@pfeifergroup.com
Trhanov plant Pfeifer Holz s.r.o. VAT No.: CZ45349711	trhanov.rechnungen@pfeifergroup.com
Unterbernbach plant Pfeifer Holz GmbH VAT No.: DE811447069	unterbernbach.rechnungen@pfeifergroup.com
Uelzen plant Pfeifer Holz GmbH VAT No.: DE811447069	uelzen.rechnungen@pfeifergroup.com
Lauterbach plant Pfeifer Holz Lauterbach GmbH VAT No.: DE261016492	lauterbach.rechnungen@pfeifergroup.com
Schlitz plant Pfeifer Holz Schlitz GmbH & Co KG VAT No.: DE812309241	schlitz.rechnungen@pfeifergroup.com

- ✓ Invoices sent to the wrong invoicing address via e-mail or mail are considered as not received.
- ✓ Invoices made out to a wrong invoicing address require credit and a correct new invoice.
- ✓ Invoices not conforming to our formal requirements are sent back and considered as not issued.
- ✓ Invoices must always include the respective plant, delivery address and purchaser.
- ✓ Additionally, invoices must include the order number for orders placed via SAP.
- ✓ If an order or contractual order includes a project number, the latter must also be included in the invoices.

- ✓ Invoices – in particular digital invoices – must only be issued if you are already registered as a Pfeifer Group supplier and have accepted the purchasing conditions or if you have made an individual purchasing agreement with the Purchasing Department.
- ✓ The following information must be included in all invoices:
 - Supplier's name and address
 - Supplier's VAT No.
 - Invoice number
 - Invoice date
 - Description of services
 - Delivery date / period of services rendered
 - Price
 - Tax rate / note on tax exemption (e.g. tax-exempt intra-community delivery) or transfer of tax debt
 - Invoice recipient's name and address
 - Invoice recipient's VAT No.

In general, we would like to point out that we make every effort to pay invoices as quickly as possible after performance and receipt of invoice. However, we cannot accept payment terms shorter than 14 days for organisational reasons.



Peter Staudinger

Leiter technischer Einkauf / Head of Technical Purchase



Lukas Falkner

Leitung Buchhaltung / Head of Accounting Department