

Invoicing instructions

Related to costs for Swedish cadet's onboard training on vessels *other than* Swedish flagged.

Invoice adress:

Chalmers tekniska högskola AB
Invoice Service
SE-412 96 Gothenburg

Reference:

Mark invoice with: Kst 300101/Lars Telestam

Invoicing Procedures:

Send invoice after completed onboard training period, after cadet has signed off.

Invoice should show following:

- Cadet's name and Civic Reg. No. (Swedish: Personnummer)
- Shipping company's name, vessel name, vessel flag and your reference
- Signing on and off dates
- Specified costs
 - Travel
 - Hotel
 - Agent's fee
 - Etc.

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