

## Vouchers and Invoicing

Stockholm City Hall accepts voucher for payment. A valid voucher needs to contain the following information:

- It has to be issued to City Hall of Stockholm
- Type of service/Entrance fee to the City Hall
- Date of visit
- Name of the company
- Invoicing address
- Contact telephone number and email address
- VAT-number/CVR –number
- Tour Reference
- Number of visitors, specify no. of children/age
- Voucher Number

New voucher customers should send a copy of the voucher to the City Hall for reference to: [cityhalltours@stockholm.se](mailto:cityhalltours@stockholm.se)

### Payment

Payment is required within 30 days of the invoice date. We do not have the possibility to attach original vouchers to the invoice but group details will be listed in an attachment. Should payment be missed or delayed, we reserve the right to deny future payment with vouchers and payment has to be made by either cash or credit card upon entry to the City Hall.

### Reminder Fee

Interest on delayed payments will be charged in accordance with the Swedish Interest Act. If a reminder notice is sent, a reminder fee will be charged in accordance with Swedish law.

**Payments from abroad**

Payments can be made by SWIFT and IBAN number, in accordance with the information indicated on our invoices.

IBAN: SE66 9500 0099 6042 4774 9007

Bic: NDEASESS

VAT No.: SE2120000014201

**Contact Information**

In matters concerning vouchers and invoicing, please contact our accounting department:

Tel: +468-508 29 038

E-mail: [theres.brito@stockholm.se](mailto:theres.brito@stockholm.se)