

## Digital document dispatch

Dear Sir or Madam,

in the course of sustainability and resource conservation, we have digitalized our billing process. To ensure prompt and paperless processing of your invoices, please send your invoices and attachments to the following e-mail address:

[billing.systems.de@reclay-group.com](mailto:billing.systems.de@reclay-group.com)

Furthermore, we ask you to use the following company information on your invoices:

**Reclay Systems GmbH**  
Im Zollhafen 2-4  
50678 Köln  
USt. ID: DE267412181

We ask for your understanding that we can only accept invoices which meet the VAT requirements (§14 UStG).

If it is not possible for you to send invoices digitally due to technical reasons, please send them by post to the billing address mentioned above.

Yours sincerely,

Your Reclay Systems Team

Reclay Systems GmbH  
Location Austraße 34, 35745 Herborn, Germany  
reclaysystems@reclay-group.com, www.reclay-group.com

Management Sonja Jung, Jens Nießmann, Antti Tiilikainen  
Company register Amtsgericht Wetzlar, HRB 5865, USt-IdNr. DE267412181  
Bank details Sparkasse Dillenburg, Konto 1 64 51, BLZ 516 500 45, IBAN DE39516500450000016451, BIC HELADEF1DIL