

Invoicing Guidelines

We would like to remind you of the invoicing process for your collaboration with QubiQ Digital:

Actuals

Please base your invoice on the numbers from our platform: partner.qubiqdigital.com. When checking the numbers, be sure to:

- Select the month corresponding to the invoiced period;
- Choose the invoice currency as agreed;
- Note that actuals are calculated in **UTC timezone**.

Final figures for each month are available by the **15th** of the following month at the latest.

For SOI (Single Opt-In) Sweeps and/or Rewards campaigns, data is typically finalized within 5 business days after month-end, allowing earlier invoicing if desired. Leads should appear as approved, not pending.

Invoicing Requirements

- Your company name and address;
- Our company name: **QubiQ Digital B.V.**;
- Invoice number and issue date;
- Billing period (**month**) clearly stated;
- Total amount (in agreed currency);
- Payment details (IBAN, SWIFT/BIC, etc.);

Additionally

- Please ensure your invoice meets the minimum threshold of \$500 or €500. If the threshold is not met, the amount will be accumulated with the following month(s) until the minimum is reached or processed via PayPal;
- Each party is responsible for their own bank charges and taxes;
- Invoices that do not follow these guidelines cannot be accepted;
- Invoices are accepted once final numbers are confirmed and are processed on a monthly, Net 30 basis.

If you have any questions or need assistance, please feel free to reach out.