# Payment Guide Consolidated Invoice

American Express Business Travel Account (BTA)

## **Payment instructions and References**

To be able to allocate your payment correctly it is essential we receive the full payment with correct payment references from you. Please ensure the following:

- Please send one payment per invoice.
- Statements are to be paid in full.
- Please quote your invoice number as your payment reference.
- Payment should be made to American Express as advised on your invoice.

Credit statements can be handled in different ways. Please liaise with Customer Service for the best solution.

## **General Information**

The payment will not be credited to the account until the payment has been received and reconciled against the accounts. The payment is considered received when allocated by American Express. Therefore payment must be received by your due date, as advised on your invoice.

Delayed Payment charges are applied on your account if payment is not received by the due date as per your contracted payment terms.

#### **Payment from a Danish Bank Account**

Address	American Express DK-1368 København
Account Number	Giro Account: 81985456

#### **Cross Border Payments**

Address	Danske Bank Holmens Kanal 12-24 DK-1090 Copenhagen K
Account Number	Bank account: 3001-3001901001 IBAN: DK64 3000 3001 9010 01 SWIFT: DABADKKK

# **Contact Us**

For questions regarding bookings, missing delivery notes or copies of delivery notes please contact your travel office. For all other questions please contact BTA Customer Service on <u>kundeservicedk@aexp.com</u> or by phone +45 70 20 44 99.

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