4-PHASE SERVICE

1 - Initialisation & Preparation

- Estimate volumes and workload
- Verify tax situation of each country
- Schedule operations

2 - Audit & collection

- Verify if VAT paid on purchases is deductible or not
- Verify and collect invoices
- Make copies of invoices collected
- Report of collected invoices for each country

3 - Filing claims & repayments

- Verify content and presentation of declarations
- Prepare and submit applications for VAT refund
- Draw up report, by country, of invoices for which applications for VAT refund have been filed
- If need be, contact tax authorities
- Administer repayments made by tax authorities
- Provide detailed account and invoice our services
- Return documents to client

4 - Monitoring & reporting

- Implement customised reporting: breakdown of refund applications by country, report of successful applications...
- Annual assessment with the client