



# INVOICE INFORMATION

## INVOICES

|                               |   |
|-------------------------------|---|
| <b>Generation Timeline:</b>   | ModSpace will suspend invoice generation on December 31, 2018. Williams Scotsman will <b>start</b> invoice generation on January 1, 2019.   |
| <b>Billing Cycle:</b>         | ModSpace generates invoices 5 days in advance of the due date. Williams Scotsman generates invoices on the first day of the rental cycle.   |
| <b>Purchase Orders:</b>       | If invoices require reference to a purchase order please submit a copy of the purchase order along with a ModSpace invoice copy directly to: <a href="mailto:CustomerSuccess@willscot.com">CustomerSuccess@willscot.com</a>   |
| <b>Sales Tax:</b>             | If your transaction with ModSpace is tax exempt, and to avoid sales tax assessment, please email a copy of your valid sales tax exemption document within 30 days of receipt of your invoice to: <a href="mailto:CustomerAssistance@willscot.com">CustomerAssistance@willscot.com</a> |
| <b>Sales Tax Differences:</b> | Sales tax calculations are based upon Williams Scotsman taxability determinations which may differ from previously billed ModSpace sales tax amounts. Please adjust your purchase order accordingly upon receipt of your first invoice.   |
| <b>Interest Charges:</b>      | If payments are not received within the agreed upon terms, the balance due may be subject to interest charges at 1.5% per month.  |