

## How to make a Japanese Tax Invoice.

Invoices must be made correctly so that proper and correct tax deductions may be applied to the bands performance tax.

The Invoice must have the following properties:

- 1) Original: the invoice must be Original. Faxes, E-mail or photocopies are not acceptable.
- 2) Paper: must be on Invoice type paper. Preferably 2 or 3 part carbon invoice paper. If this is not available, then preprinted company letter head should be used.
- 3) Creative Man Productions address: the invoice should be addressed to Creative Man Productions. From the tax offices point of view, Creative Man Productions is paying this invoice. The groups name or care of addressing is not acceptable.

Creative Man Productions  
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Tokyo 150-0042 Japan

(03) 5457-7211 Phone  
(03) 5457-7212 Fax

- 4) Band Name: the Groups name should only be part of the “Reference” or “RE” part of the invoice
- 5) The Amount: this amount must match to the penny to the amount of the wire transfer. Even though your bank may charge you to receive the wire, the amount must match the amount that was sent from Creative Man.
- 6) Company Information: each invoice should have the issuer (travel agent / cargo company)’s companies name, address and phone number.
- 7) Bank Details: bank details where the payments must be made to: Bank Name, Bank Branch, Bank Address, Bank Code (ABA / Sort), Account Name, and Account#.
- 8) Details about the service:
  - a) Air Travel invoices should have the flight schedule and each of the passenger names.
  - b) Freight Invoices should have departure and destination ports, dates of arrival and departure, and total pieces of equipment and/or the total weight of the cargo.
- 9) Signature: all invoices must be signed by the appropriate travel agent / cargo company rep.
- 10) Please send these Originals to Creative Man Productions. Please use a service that has a tracking system.