

**time:matters**

A company of Lufthansa Cargo

**Die Experten für Kurier-,  
Sameday- und Notfall-Logistik.**

time:matters GmbH  
Gutenbergstraße 6  
63263 Neu-Isenburg  
Germany

Phone +49(0)6102-36738-800

Fax +49(0)6102-36738-899

E-Mail [info@time-matters.com](mailto:info@time-matters.com)

Internet [www.time-matters.com](http://www.time-matters.com)

## **Your new invoicing address**

Dear ladies and gentleman,

We are pleased to change your billing address. In order to secure high data quality, we would like to ask you to fill out the form below and send it back either by fax or e-mail:

**Fax: + 49 (0) 6102 – 367 38 899**

**E-Mail: [invoice@time-matters.com](mailto:invoice@time-matters.com)**

We kindly ask for your understanding that it will take three working days upon receipt your request to change all the data.

If you have any further questions, please don't hesitate to contact us.

With kind regards,  
time:matters GmbH

Geschäftsführer: Franz-Joseph Miller · AG Darmstadt HR B 83968 · UST-ID: DE813365969

EUR: Commerzbank AG Frankfurt (BLZ 500 400 00) Konto-Nr.: 7 408 511 · SWIFT: COBA DE FF · IBAN: DE88500400000740851100

GBP: Citibank London, CGC Centre, Canary Wharf E14 5LB · Sort code: 185008 · SWIFT: CITI GB 2L · Konto-Nr.: 11068865 · IBAN: GB28 CITI 18500811068865

CHF: Citibank London, CGC Centre, Canary Wharf E14 5LB · Sort code: 185008 · SWIFT: CITI GB 2L · Konto-Nr.: 11068873 · IBAN: GB06 CITI 18500811068873

time:matters GmbH is a company of Lufthansa Cargo AG

## Your new invoicing address

In order to correctly implement the changes, please provide us with the following information:

Your customer No. :

(In case of several numbers, please provide a list of all that needs to be changed!)

Legal entity:

Title:

Mrs.

Mr.

Name:

Surname:

VAT ID:

### New invoicing address:

Division:

Street:

ZIP code, Place:

Telephone:

Fax:

E-Mail:

The invoicing address shall be applicable as of:

We kindly ask for your understanding that it will take three working days upon receipt of your request to change all the data.

Place, Date

Signature

Stamp

## Change of bank details for direct debit authorization

**Company data:****Your customer No. :**

(In case of several numbers, please provide a list of all that needs to be changed!)

Company name:

Street:

ZIP code, Place:

**Bank details:**

Account owner:

Account number:

Bank code:

Name of bank:

Place, Date

Name

Signature

Stamp