



RE-INVOICING PROCEDURE FOR NEW CLIENTS

1. Thetaworld Corporation offers re-invoicing procedure for clients without own company.
2. Make a good scanned copy of your passport and send it to us by secure upload system. Instructions for upload will be given to you by e-mail.
3. Make a good scanned copy of the utility bill showing your current address and send it to us by secure upload system.
4. Explain in details the real reason why you need re-invoicing service.
5. Send us the copy of the contract or agreement in any written form between you and the client, e-mail record or other record of agreement between you and the client.
6. Provide us with the sufficient documentary evidence that you have actually provided the promised service or have sold or delivered the promised goods to clients.
7. Send us the copy of client's confirmation or satisfaction record.
8. Send us full and real contact informations of the client.
9. Once we receive the above documents, we will contact the client and let him know that he shall pay the services or goods sold to one of our bank accounts and that our company is the provider of the services performed or goods sold. We will ask the client for the permission to make payment to us. The client's agreement on this matter is crucial, and without his permission we cannot perform re-invoicing service.
10. Our fee of 2% and the wire transfer fees will be deducted from the total amount received and rest of funds transferred to the re-invoicing client. The informations and details of re-invoicing service are held completely confidential. Confidentiality agreement can be signed when required.

Thetaworld™ Offshore Services
<http://www.offshore-services.biz>