

Dear Business Partners,

We would like to hereby inform you about the operation of MONETA's Accounting department at the end of the year 2020.

Due to the large amount of incoming invoices towards the end of the calendar year, we would like to ask you for your cooperation in the following areas:

- For services provided in November 2020, submit invoices by the end of November 2020
- Please continue to submit all your invoices to the e-mail address faktury@moneta.cz
- **Invoices submitted in the required form will simplify and speed up the processing and payment of invoices**

Please refer to your contact person within our bank in order to adjust to the dates set above or in case of any further questions contact your contact person or the email address below.

Thank you for your understanding, we wish you a Merry Christmas and a Happy New Year.

With kind regards,

Lubomír Pech
Senior Procurement manager

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