

Dear Sir or Madam,

We hereby offer to you our new, free service: E-invoice.

The solution we propose fulfils all legal requirements and provides you with numerous amenities.

E-invoice is **an electronic invoice** replacing the paper one sent by traditional paper mail (Poczta Polska – *Polish Postal Service*). It is issued and sent to you by e-mail.

Your profits from the new service:

- no delays in receiving invoices – your e-invoice is available immediately after issuing, with no paper mail delivery delays (Poczta Polska);
- you may reduce the number of paper documents in the company – the e-invoice may, but does not have to be printed;
- access to the invoice via e-mail – at any time and in any place your e-invoice can be viewed or printed, email access is the only condition;
- no additional costs – e- invoice service is free of charge and does not require any further expenditure.

To sum up – in comparison with the traditional invoice: you shall instantly receive the e-invoice. It can be printed when necessary for your internal processes (e.g. in order for it to be transferred for payment). The e- invoice service is free of charge.

What else one should know about e- invoice:

- it may be received by a number of e-mail addresses;
- it constitutes an attached PDF file digitally signed by us;
- you authenticate the e- invoice, i.e. verify that Alphabet Polska Fleet Management is the issuer. Authentication is performed by means of opening the e- invoice PDF file in a free application (to be downloaded from www.alphabet.pl);
- this is a legally accepted form of issuing and delivering the invoice document. Sending an electronic invoice replaces a letter with a paper invoice (the Client has the right to choose the form of delivering the invoice: either a paper document sent e.g. by Poczta Polska, or an e- invoice sent e.g. by e-mail).
- should you lose the e-mail with the e- invoice attached (e.g. you delete it by mistake) – Alphabet Polska Fleet Management shall each time at your request electronically send a duplicate of the e- invoice.

E-INVOICE saves your time and money. You have more time for internal circulation of company documents and the cash flow may be planned more in advance.

All you need to use the e-invoice service:

1. Internet and e-mail access. We recommend creating a dedicated so-called “shared” mailbox accessed by multiple users, e.g. from finance or accounting departments.
2. Installing Adobe Acrobat Reader and authenticating application (SafeDevice™ Verifier) – the software to be downloaded from www.alphabet.pl.

How to order the e-invoice service?

Step 1 – Fill in the form with the consent to receive electronic invoices (attached hereto or at www.alphabet.pl).

Step 2 – Send the form to the following address:

Alphabet Polska Fleet Management Sp. z o.o.
ul. Wołoska 22a
02-675 Warszawa
annotated "e-invoice"

Exemplary procedure:

1. You decide to make use of the e- invoice service offered by Alphabet Polska Fleet Management.
2. You fill in the form expressing your consent to receive electronic invoices and send it back to Alphabet Polska Fleet Management.
3. You install the required software - SafeDevice™ Verifier and Adobe PDF Reader – to be downloaded from www.alphabet.pl
4. You begin to receive electronic invoices issued by us or an authorised entity by e-mail. If required for your internal document circulation, you may print it immediately after receiving the e-mail with the e-invoice and transfer it for further operation (decreeing, payment).
5. Should you wish to resign from receiving electronic invoices and come back to paper mail invoicing – just submit a revocation of your consent to receive e-invoices (consent revocation form at www.alphabet.pl).

Legal conditions:

The solution we offer fulfills all requirements and conditions specified in the Ordinance of the Minister of Finance as of December 20, 2012 on issuing and sending electronic invoices, storing and making them available for tax or fiscal control authorities (Polish Journal of Laws 2010 No. 249, item 1661).

The order for e-invoice may be revoked at any time, paper invoices shall then be sent by paper mail.

You need neither your own digital signature nor a digital signature card reader in order to use e-invoices.

Alphabet Polska Fleet Management's assistance in e-invoice-related matters.

Should you have any further questions do not hesitate to contact:

Michał Cygański
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Alphabet Polska Fleet Management Sp. z o.o..
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For additional information see www.alphabet.pl

Regards,

Michał Cygański,
Manager of the Contract Management Department
Alphabet Polska Fleet Management Sp. z o.o.