

HOW TO: SIGN UP, MAKE INVOICES AND EXPENSES

Now we'll set you ready to invoice your customers, step by step.

First things first sign up, with email or Facebook.

As soon as you're in, go to: **Own information** -> **Payment Information**

this will let you receive salaries

Here is an example:

Payment Information

IBAN	<input type="text" value="FI9231053128572180"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
SWIFT / BIC	<input type="text" value="HANDFIHH"/>	
Bank Name	<input type="text" value="Handelsbanken"/>	
Year	<input type="text" value="2018"/>	
Tax Percent	<input type="text" value="4"/>	
	<input type="checkbox"/> No Income Limit	
Projected Salary	<input type="text" value="500000.00"/>	
Additional Tax Percent	<input type="text" value="32,3"/>	
Tax Card Status	Verified	
Tax Card	taxcard_2018_103_20180628071915.png	
Tax Card File	<div style="border: 1px dashed gray; padding: 10px; text-align: center;">Drag & drop files here ...</div> <input type="button" value="Select file..."/>	

You will find these in your taxcard

TAX PERCENT: **Perusprosentti**

PROJECTED SALARY: **Tuloraja**

ADDITIONAL TAXPERCENT: **Lisäprosentti**

After these are filled press:

"Save"

Let's add customer.

Go to: **Customers** -> **Add Customer**. Start writing your customers name in "**Company Name**". When system suggests it, click on it and click away. Our system will fill it automatically. If it doesn't, fill it manually.

New Customer

Customer Type	Company	▼	Save
Company Name	<input type="text"/>		
Company Registration Number	<input type="text"/>		
Customer Identifier	<input type="text"/>		
Contact Person Name	<input type="text"/>		
Department	<input type="text"/>		
Address	Street Name	Building N	
	Post Code	City	
Language	Finland	×	▼
Language	Finnish		▼
Invoice Information			
Is e-Invoice?	<input type="checkbox"/> No		
Invoice Email	<input type="text"/>		
OVT / IBAN	<input type="text"/>		
Operator	Select Operator...		▼
Operator OVT	<input type="text"/>		

Press "**Save**".

Yay! Now we have a customer and we can send invoices to them.

Now the main part: **How-to create invoice.** Go to: **Services -> Invoices -> "New Invoice"**

Invoice contains two parts: Invoice and Expenses

NOTE: Remember to click on **"Auto Salary"**. This will make sure your salary is paid as soon as the invoice is paid.

Invoice part

**Amount of hours worked OR
if you have fixed price, type: 1**

**Dates you worked on OR
description of your work**

Your work

Your salary on payslip

Tax for customer (VAT)

Price for customer

Current date

#	Line Date	Product	Description	Qty	Unit	Unit Price	Tax %	Total Amount
1	Oct 1, 2018		1-15.10.2018	1,00	pcs	2000,00	24%	2480,00

Total 1 item.

NOTE: DO NOT change "TAX%", if you're job doesn't require that. Current tax is added to the customer's price of service they are buying from you.

Pretty simple, right? Okay now we do expenses:

NOTE: Good thumbrule to remember while making expenses: keep expenses lower than invoicing price.

Example:

Invoice 2000€, expenses 2100€ = Not okey

Invoice 2000€, expenses 1800€ = Is okey

Expense Items Total 2 Items.

#	Category	Line Date	Type	Detail	Qty	Unit	Unit Price	Total Amount	Receipt File	Add Expense row to Invoice
1	Kilometers	Oct 1, 2018	1 person ride	1-15.10.201	1000,00	km	0,42	420,00	1 file	
2	Meal expense	Oct 1, 2018	Meal expense	1-15.10.201	11,00	pcs	10,50	115,50	1 file	

Category of expense (points to Category)

Current date (points to Line Date)

Type of expense (points to Type)

Dates you worked on (points to Detail)

Amount of km / days / h (points to Qty)

km / days / h (points to Unit)

Automatic count (points to Unit Price)

Automatic count (points to Total Amount)

NOTE: DO NOT click on "Add Expense row to Invoice" if your company doesn't pay expenses, we take care of it.

Press **"Create Invoice"**.

After this press **"Submit"** and now you have sent an invoice! Way to go! :)

You can get help by calling **0203 323 45** or by email asiakaspalvelu@freelaskutus.fi

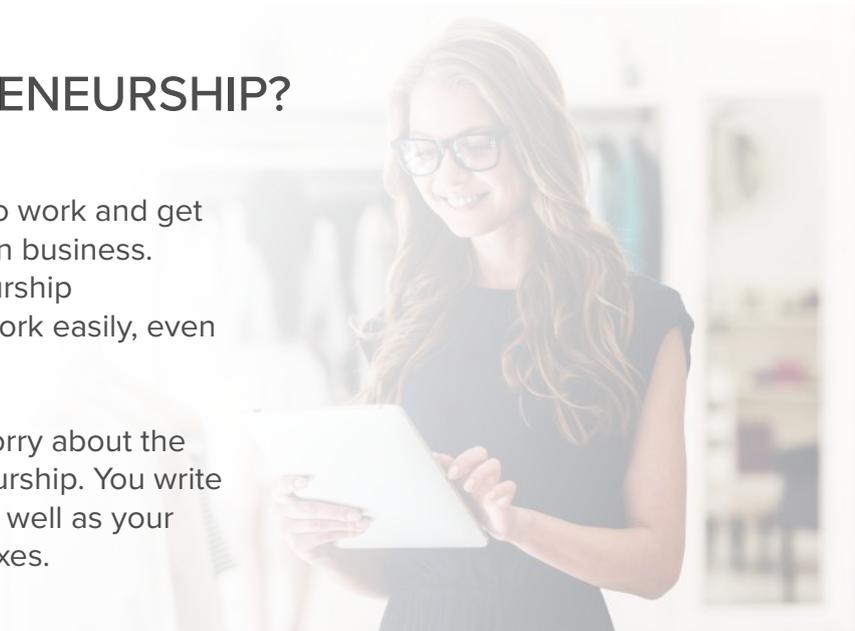


EASIER LIGHT ENTREPRENEURING

WHAT IS LIGHT ENTREPRENEURSHIP?

Light entrepreneurship is a modern way to work and get employed without having to start your own business. Free-Laskutus allows an light entrepreneurship where you are able to take care of your work easily, even by your own mobile device.

With Free-Laskutus you do not have to worry about the paperwork and obligations of entrepreneurship. You write off the expenses and we pay you them as well as your salary. In addition, we take care of your taxes.



...THIS IS WHY THERE IS FREE-LASKUTUS!

With the service that Free-Laskutus offers, light entrepreneurs avoid the bureaucracy that having an own business brings. This is in order for you to focus on the essentials, your own work.

Only

4%

service fee

Up to

+10%

more salary

Full

0%

stress

How does the **EASY** light entrepreneurship work?

Easy light entrepreneurship gives you the possibility to only focus on work without having to spend time and energy on running your own business. There is no need to provide a tax card to dozens of different employers. Instead, you are able to easily send invoices to everyone in one place.

Free-Laskutus takes care of all the extra things for you!



The best part about light entrepreneurship is that it has left the unnecessary insurances away, such as the mandatory group life insurance and TyEL insurance. You will not pay the unemployment insurance payments for nothing!



Light entrepreneur's life is no more bureaucratic than ordinary employee's life. You do your job, send an invoice about the work you have done, get paid and Free-Laskutus handles everything else for you!



Light entrepreneurs are entrepreneurs by their status, but they have the same or even better social security than an employee.

Free-Laskutus is a way of working that is safe, since all the obligations are already being handled.



As light entrepreneurs are self-employed, they are not subject to limitations in the working hours act or collective bargaining agreement. This means that you are able to do your work in a way that works best for you.

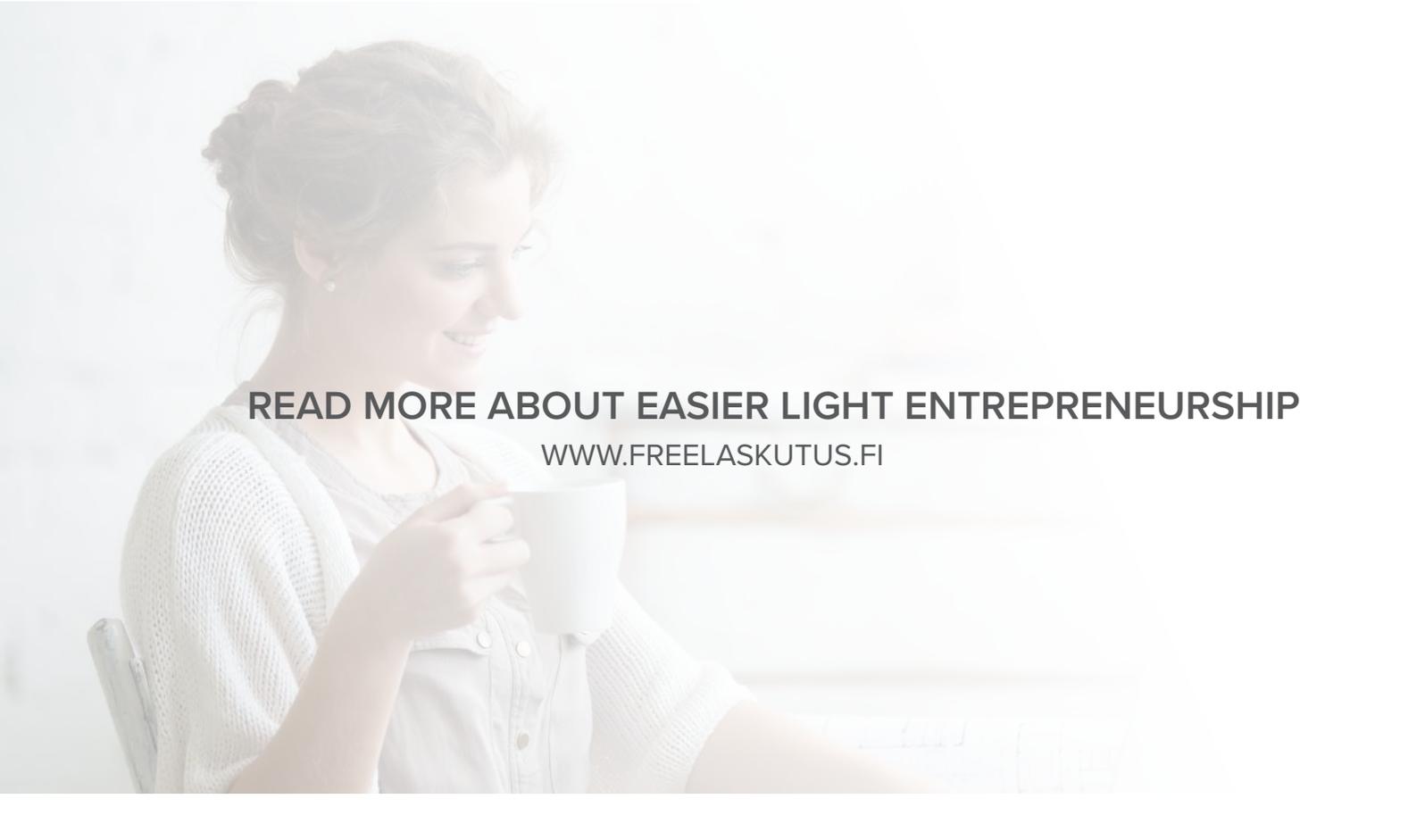
The Light Entrepreneurship of Free-Laskutus

Free-Laskutus Oy developed its' light entrepreneurship service to comply with the final laws and their interpretations. By the time of the launch of Free- Laskutus on the 1st of May 2017, the company was one of the three billing services which completed all the latest laws and obligations.

Free- Laskutus has invented in improving its' programme and soon after the updated money transaction function, where in the money transactions are processed completely automatic, the programme is almost completely automatic. This gives us the opportunity to proceed payments 24 hours a day in every day of the year, with zero delays!

Free- Laskutus is a service where its' users are YEL insured and work with the entrepreneurship status but under the y id of Free-Laskutus Oy, the company takes care of that the users Social-security payments, the withholding tax and the processing of value-added tax will go as required by the law.

Free-Laskutus is a safe way to employ, especially those people who do not want to set up their own business but want the benefits of entrepreneurship. This includes the possibility to work when and how much you want, deal with the "business" expenses easily and safely, as well as the ability to influence the amount of own benefits, such as raising the parental benefit when compared to a wage earner.



READ MORE ABOUT EASIER LIGHT ENTREPRENEURSHIP

WWW.FREELASKUTUS.FI