

## FAQ Corporate card

**1. Who can apply for a corporate card?**

All companies that are able to accept invoices can apply for a corporate card. All purchases are invoiced to your company.

**2. How do I apply for a corporate card?**

Go to our website at: <http://www.chalmerskonferens.se/gastkarkort/fakturakort/> and click on "apply for a corporate card". You can then choose if you would like to pick up your card from us or that we post it to you.

**3. What are the benefits of having a corporate card?**

If you have a corporate card all your invoicing details are stored with us. All you do is pay with your corporate card at any of our cash registers and you will be invoiced automatically.

**4. When do I receive my invoice?**

We can send an invoice out every week or every month.

**5. How do I get my invoice?**

We send invoices out by e-mail or post.

**6. We have more than one person in our company that needs a corporate card. Can we have more than one card?**

Yes you can have more than one corporate card per company. You receive an invoice with all purchases detailing who from the company made purchases. You can also get separate invoices per card if you so wish.

**7. Credit limit**

Your corporate card has an automatic credit limit of 10 000,00 SEK if nothing else has been requested. We do a credit check on all companies that apply for a corporate card for a 10 000,00 SEK limit for any one purchase.