

Important informations:

Payments are made by the 5th of each month — or on the previous business day if it falls on a weekend or holiday.

The deadline for submitting invoices is at the end of the month in which services were provided — that is, from the 30th to the 1st of the payment month.

Example: Payment on 07/05/20XX. Invoice submission must take place between 06/30 and 07/01/20XX. And so on.

If the 1st falls on a weekend or holiday, the finance team will notify in advance about any flexibility in the deadline.

Any unforeseen situation that prevents you from submitting the invoice within this period must be communicated during the same timeframe so that payment can still be made in the same week or month. If no justification is provided, the payment will be postponed to the following month.

Always issue invoices to the following recipient (the company to which you are providing services):

Company Name: Hype Studio Computação Gráfica Ltda.

CNPJ (Brazilian Registration of Corporate Taxpayers): 10.730.207/0001-75

Address: Rua Correa Lima, 1493 – Bairro Santa Tereza – Porto Alegre/RS - Brasil

ZIPCODE: 90.850-250

Contact: adm@hype.cg

FAQ Issuing an Invoice

1. Who do I contact for questions or to report a problem with submitting an invoice?
Send an email to nota@hype.cg. One of the finance team members will be notified and will get back to you by email and also through Discord if necessary. But if your first contact requires an urgent response and you don't know the Discord usernames of the finance team, ask the People & Culture team or your manager for their usernames so you can send your message.
2. I'm a freelancer and my compensation is on-demand.
Check with the project manager and issue the invoice only after direct confirmation from the line producer or another person directly responsible for managing your work. This detail is very important for your credibility as a

professional and for Hype's internal organization.

3. I started working on the 30th. Can I issue an invoice or not?
Of course! That was your first day of work, and it counts. But if you prefer not to issue it by choice, no problem. However, don't forget this short work period next month and include the proportional amount in the next invoice, okay?
4. What should I write in the invoice description?
"Services provided as [YOUR ROLE] and assignment of rights for the project [PROJECT NAME]."
Example: Services provided as LOOKDEV and assignment of rights for the project Galinha Pintadinha.
5. I started working at Hype after the 1st. How do I calculate the amount I will receive?
Just consider the following:
Your monthly compensation ÷ 30 days = daily rate
Daily rate × number of days worked in the month = proportional amount to be received
Example: Compensation of R\$ 4,000 and started on the 19th of the month.
 $R\$ 4,000 \div 30 = R\$ 133.33$
 $R\$ 133.33 \times 12 \text{ days of work} = R\$ 1,466.63$

*If the month has 31 days, divide the monthly amount by 31 days.

*The example above considers BRL currency, but is applicable for any currency.

To help you, we provided an invoice model for issuing. Remember to always specify the currency, not only the total amount. Plus, it's important to provide your bank account information

[Your Name]
[Your full address]

INVOICE

Number:
Date:
MM/DD/YYYY

Recipient Information:

Company:	Hype Studio Computação Gráfica LTDA
VAT Number	10.730.207/0001-75
Address:	Rua Correa Lima, 1493 – Santa Tereza - Porto Alegre - RS
Country	Brazil

Order Information:

Qty	Service Description	Total Amount (CURRENCY)
01		

Payment method: International Money Transfer

To:

IBAN:

Swift:

PO #s: