



## SELF BILLING FORM

Unit F, First Floor, The Old Winery, Lamberhurst  
Vineyard Furnace Lane, Tunbridge Wells, TN3 8LA

Reg No. 10992234  
VAT Number: 280 614 609

Customer Name:

Supplier Name:

Customer VAT Number:

Supplier VAT Number:

	<u>Please Initial</u>	
1. The self-biller ( <i>the Customer</i> ) agrees to issue self-billed invoices for all supplies made to them by the self-billee ( <i>the supplier</i> )		<b><u>Customer Only</u></b>
2. The self-biller agrees to complete self-billed invoices showing the supplier's name, address and VAT registration number, as well as all the other details that make up a full VAT invoice.		<b><u>Customer Only</u></b>
3. The self-biller agrees to make a new self-billing agreement in the event that, their VAT registration number changes		<b><u>Customer Only</u></b>
4. The self-biller agrees to inform the supplier if the issue of self-billed invoices will be out source to a third party.		<b><u>Customer Only</u></b>

5. The self-billee ( <i>the Supplier</i> ) agrees to accept invoices raised by the self-biller on its behalf		<b><u>Supplier Only</u></b>
6. The self-billee agrees not to raise sales invoices for the transactions covered by this agreement.		<b><u>Supplier Only</u></b>
7. The self-billee agrees to notify the customer immediately if they change their VAT registration number, stop being VAT registered or sell their business (or part of their business).		<b><u>Supplier Only</u></b>

Please enclose Bank Details on Company Headed Paper

- Registered Company Address:

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- Company Number: \_\_\_\_\_
- Company VAT number: \_\_\_\_\_
- Company Contact (Name, Number, Email):

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<b>Customers Signature:</b>	<b>Suppliers Signature:</b>
<b>Signed by:</b> <b>(Please use Capital Letters)</b>	<b>Signed by:</b> <b>(Please use Capital Letters)</b>
<b>Signed on behalf of:</b> <b>(Company Name)</b>	<b>Signed on behalf of:</b> <b>(Company Name)</b>
<b>Date of Signing:</b>	<b>Date of Signing:</b>