**Self-Billing Agreement**

This is an agreement to a self-billing procedure for all contracts between the following companies.

Customer Name: your company name

VAT Number: YOUR VAT NUMBER

and

Supplier Name: --------------------------------------------------------------------------

Company Reg Number: --------------------------------------------------------------------------

VAT Number: --------------------------------------------------------------------------

For the period of 12 months from AGREEMENT START DATE.

**The customer agrees:**

1. To issue self-billed invoices for all supplies made by you.
2. To complete self-billed invoices showing your name, address and VAT registration number, together with all the details that constitute a full VAT invoice.
3. To renew this self-billing agreement in the event that your VAT registration number changes.
4. To inform you if the issue of self-billed invoices is outsourced by us to a third party.

**You agree:**

1. To accept invoices raised by us and on your behalf until the agreed end date.
2. To not raise sales invoices for the transactions covered by this agreement.
3. To notify us immediately if you:
   1. Change your VAT registration Number
   2. Cease to be VAT registered
   3. Sell your business, or part of your business

Company your company name Company

Signature Signature

Print Print

Title Title

Date Date

Please can you arrange for this document to be signed by an authorised person and then scan and e-mail it back to **support@spondoo.co.uk**