

Self-Billing Agreement



This is an agreement to a self-billing procedure between

Supplier Name _____ VAT registration number _____

and

Customer Name **Legal Marketing Services Ltd** VAT registration number **787452679**

The Customer agrees:

1. To issue self-billed invoices for all supplies made to them by the Supplier until termination of the contract.
2. To complete self-billed invoices showing the Supplier's name, address and VAT registration number together with all the other details which constitute a full VAT invoice.
3. To make a new self-billing agreement in the event that their VAT registration number changes.
4. To inform the Supplier if the issue of self-billed invoices will be outsourced to a third party.

The Supplier agrees:

1. To accept invoices raised by the Customer on their behalf until termination of the contract.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify the Customer immediately if they
 - Change their VAT registration number
 - Change their bank details
 - Cease to be VAT registered; or
 - Sell their business or part of their business.
4. That the information contained in this agreement is correct and up to date for self-billing purposes.

Print name _____ Print name _____

Signed by _____ Signed by _____

On behalf of _____ On behalf of **Legal Marketing Services Ltd**

Date ____ / ____ / 20 ____ Date ____ / ____ / 20 ____

Bank Details for BACS payments

Account Name _____ Account Number _____

Sort Code _____ Bank Name _____