Self-Billing Agreement 2012

This is an agreement to a self-billing procedure between:

Customer name: Mane Contract Services VAT number: GB 628 2895 05
and
Supplier name:…….. VAT number:……
(if applicable)

The customer agrees:

1. To issue self billed invoices for all supplies made to them by the supplier until 31 December 2012.
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 to outsourced to a third party.

The supplier agrees:

1. To accept invoices raised by the customer on their behalf until 31 December 2012.
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;
    - Cease to be VAT registered; or
    - Sell their business; or part of their business.

Signed: ……
(On behalf of Mane Contract Services Ltd)

Date: 01/01/2012

Signed by: ……
(On behalf of …….)

Date: …….