

Self-Billing Agreement

Agreement number

This is an agreement to a self billing procedure between

Customer Name **NST Recruitment Limited**

VAT Number **150 961 514**

And

Supplier Name _____

VAT Number _____

The self biller (the customer) agrees:

1. To issue self billed invoices for all supplies made to them by the self billee (the supplier) until the end date of the contract or 12 months from signing date whichever is longer.
2. To complete self billed invoices showing the suppliers names, address and VAT registration number, together with all the other details which constitute a full VAT invoice.
3. To make a new self-billed agreement in the event that their VAT registration number changes.
4. To inform the supplier that the issue of the self billed invoices are outsourced to a third party which is currently NST Recruitment Limited.

The Self-billee (Supplier) agrees:

1. To accept invoices raised by the self biller on their behalf until the end of the contract or annually on 30th June.
2. Not to raise 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

CUSTOMER

SUPPLIER

Print Name: _____

Print Name: _____

Signed By: _____

Signed By: _____

On Behalf of: NST Recruitment Limited

On Behalf of: _____

Date: _____

Date: _____

Email Address for Self Bill invoices: _____