

Self-Billing Agreement

This is an agreement to a self-billing procedure between

Customer name

VAT number

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 ___/___/___ (insert **either** an end date for the agreement **or** the date your contract ends).
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 self-billee agrees:

1. To accept invoices raised by the self-biller on their behalf until ___/___/___ (insert **either** an end date for the agreement **or** the date your contract ends).
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 by

Signed by

On behalf of

On behalf of

Date

Date