

Self-Billing Agreement

This is an agreement to a self-billing procedure between

Customer name	City & Country Construction	VAT number	386 0120 70
and			
Supplier name		VAT number	

The self-biller (the customer) agrees:

1. To issue self-billing 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 City & Country Construction	On behalf of
Date	Date