

Annex A

(1) **INVOICE**

ABC Supplies

(2) VAT Reg No: GB XXX XXXX XX

(1) Invoice No: 123456789
(3) Customer No: 987654321
Date/Tax Point: 05/05/2015

(4) (5) To: Example Org
1 High Street
Edinburgh
EH1 2AB

(6) (7) From: ABC Suppliers
Finance Section
1 High Street
Glasgow
G1 2AB

Customer VAT Number:
(8) Purchase Order No: 12345678

For invoice queries Contact: Joe Bloggs
Telephone: 0141 123 4567
Email: joe.bloggs@abc.co.uk

Currency: GBP

Description	Qty	(10) Unit Price (ex VAT)	(10) Amount (ex VAT)	(10) VAT Rate	(10) VAT	Line Value
(9) Spec – 1244A	1	1,350.00	1,350.00	20.00	270.00	1,620.00
		(11) Total:	1,350.00		270.00	1,620.00

(12) Payment Terms: 30 Days

(13) Payment of this invoice can be made using one of the following payment methods:

Online: Debit or Credit card payments www.abc.co.uk

BACS or Bank Transfer: Bank of Scotland, Sort Code: 123456, Account: 12345678

General account enquiries should be directed to creditctr@abc.co.uk

1	Process and invoice identifiers	8	Purchase Order Number
2	Sellers tax representative information	9	Invoice line item detail
3	Allowance or charge information	10	VAT breakdown
4	Buyer Information	11	Invoice totals
5	Delivery Details: Can be different address to buyer information	12	The invoice period
6	Seller Information	13	Payment instructions
7	Payee Information		