

SELF-BILLING AGREEMENT



Dated «TodayDate» between:

A. Vertex Solutions International Ltd.

A company incorporated in England & Wales (registration number 5888058 / VAT registration number 892921978) of Amberside House, Wood Lane, Hemel Hempstead, Herts., HP2 4TP ('the Agency'), and

B. «LtdCompanyName»

A company incorporated in England & Wales (registration number «LtdCompanyNo» / VAT registration number «LtdCompanyVatRegNo») of «LtdCompanyAddress1», «LtdCompanyAddress2», «LtdCompanyAddress3», «LtdCompanyAddress4», «LtdCompanyAddress5» ("the service provider")

Conditions of Acceptance

1. The service provider agrees to provide Vertex Solutions International Ltd. with a copy of its current VAT Registration Certificate (if applicable) and Certificate of Incorporation.
2. The service provider must not raise VAT invoices in respect of supplies under this agreement.
3. Vertex Solutions International Ltd. will supply a valid self-bill VAT invoice to the service provider for services supplied on a weekly / monthly basis or when the service provider submits a timesheet. If you are not VAT registered then an invoice without VAT will be supplied.
4. The service provider will immediately notify Vertex Solutions International Ltd. of any changes in its VAT registration position that would affect the application of the system, for example, ceases to be registered, becomes registered, transfers the business as a going concern or becomes registered under another VAT number.
5. Vertex Solutions International Ltd. may request the service provider to provide details of any changes in these details once a year or at any other time. The service provider will provide the required information within 7 days of the request.
6. If applicable; the service provider gives permission for Vertex Solutions International Ltd. to disclose the service provider name, address and VAT registration number to HM Revenue & Customs as a member of the Vertex Solutions International Ltd. self-billing scheme.
7. Withdrawal, of or, from the self-billing invoice scheme may be instigated by either party in writing.

Signed:

Signed:

Authorised Signatory for an on behalf of
Vertex Solutions International Ltd.

Authorised Signatory for an on behalf of
«LtdCompanyName»

Date:

Date: