

## William Alexander Recruitment Ltd Self-Billing Agreement

THIS AGREEMENT is made on the

BETWEEN: [Company name] (hereinafter called "the Supplier") whose registered details are as follows:

Contractor Name:

Company Name:

Address:

Postcode:

VAT Reg. No:

Company Reg. No:

and

William Alexander Recruitment Ltd, whose registered office is situated at Sheridan House, 112-116 Western Road, Hove, BN3 1DD

### Conditions of Acceptance

1. The above company [the Supplier] agrees to provide William Alexander Recruitment Ltd with a copy of its current VAT Registration Certificate and Certificate of Incorporation.
2. The supplier must not raise VAT invoices in respect of supplies under this agreement.
3. William Alexander Recruitment Ltd will supply a valid self-bill VAT invoice to the supplier for services supplied on a calendar monthly basis in line with the agreed payment schedule and only once all corresponding timesheets have been processed.
4. The Supplier will immediately notify William Alexander Recruitment Ltd of any changes in its VAT registration position that would affect the application of the system, for example, ceases to be registered, transfers the business as a going concern or becomes registered under another VAT number.
5. William Alexander Recruitment Ltd may request the supplier to provide details of any changes in these details once a year or at any other time. The supplier will provide the required information within 30 days of the request.
6. The Supplier gives permission for William Alexander Recruitment Ltd to disclose the supplier name, address and VAT registration number to HM Revenue & Customs as a member of the William Alexander Recruitment Ltd self-billing scheme.
7. Withdrawal, of or from the self-billing invoice scheme may be instigated by either party in writing.

SIGNED FOR AND ON BEHALF OF  
The Supplier:

Name of signatory:

SIGNED FOR AND ON BEHALF OF  
William Alexander Recruitment Ltd:



Will Larcombe - Director