

# Self-Billing Agreement

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This is an agreement to a self-billing procedure between

Supplier Name: :                     

Supplier VAT Number: :                     

Nominated Self Billing Email address: :                     

And

Methods Group of Companies (set out in Annex A) the “Customer”

Methods VAT Number: 859140314

Agreed Contract Term: 12 months from Start Date

Start Date::                     

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**The Customer agrees:**

- To issue self-billed invoices for all supplies and services supplied to them by the Supplier until the end of the agreed contract term.
  - To complete self-billed invoices showing the Contractors name, address and VAT registration number, together with all details which constitute a full VAT invoice.
  - To make a new self-billing agreement in the event that their VAT registration number changes (upon notification by the Supplier).
  - That this Self Bill Agreement can be terminated by either party giving one (1) months’ notice in writing to the other party.
  - That’s this Self Bill agreement will be for time based engagements invoiced during the term of this Self Bill Agreement only and not for periods outside of this Self Bill Agreement or any other basis of billing.
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**The Supplier agrees:**

- To accept invoices raised by their self-biller on their behalf until the end of the agreed contract term.
- Not to raise sales invoices for the transactions covered by this agreement.
- That this Self Bill Agreement can be terminated by either party giving one (1) months' notice in writing to the other party.
- To notify the customer immediately if they:
  - Change their VAT Number or
  - Cease to be VAT registered or
  - Sell their business as a whole or in part

**Self-Billing Terms**

1. The amount set out in the Self Bill Invoice will be paid directly into the Supplier's designated bank account by BACS on the terms set out in Suppliers contract for services from the date the Self Bill was generated. In the event that the Authorised Timesheet is not received within two weeks of the period end to which it relates the Company may withhold payment until funds have been received from the Client for the services provided.
2. In the event that the Supplier disputes any self-bill under clause 1, the Supplier shall notify The Company of the dispute within 7 days of the self-bill being generated. Such notice shall be accompanied by the results of a reconciliation exercise carried out by the Supplier which demonstrates that the self-bill is incorrect. In the event that the Supplier fails to comply with the 7 day time limit, the Company reserves the right to charge an administration fee of 25% of the value of the total margin/mark up of the alleged underpayments, and The Company shall be under no obligation to investigate the alleged underpayments until such fee has been paid. In any event, the Supplier acknowledges that the Client may refuse to pay late invoices, and in these circumstances, the Supplier accepts that late submissions of reconciliations may result in non-payment.
3. The Company shall issue a Purchase Order or similar unique reference number in respect of each Assignment, as identified in the Self Billing Agreement. The Supplier shall retain such reference numbers for the purposes of reconciliation under clause 3.

Please accept this as acceptance of the agreement. For the avoidance of doubt Mark Hewitt is authorised as a Director of all of the Methods Group of Companies has the express authority to sign this Self Billing Agreement on each company's behalf.

**Customer – signed for and on behalf of the Methods Group of Companies by**

Print Name\*:

Signed:

On behalf of: Methods Group of Companies

Date\*:

**Supplier - signed for and on behalf of the Supplier by**

Print Name\*: .....

Signed: .....

On behalf of: .....

Date\*: .....

## Annex A

Company
Methods Business and Digital Technology Limited
Methods Analytics Limited
CoreAzure Limited