



## SELF BILLING AGREEMENT

This is an agreement to a self-billing procedure between:

**Exel Europe Limited**

**GB230113042**

And:

(Supplier/Carrier name)

(VAT number)

The self-biller (Exel Europe Limited) agrees:

1. To use self-billed invoices for all supplies made to them by the self billee (the supplier) until end of contract.
2. To complete self-billed invoices showing the supplier's name, address and VAT registration number, together with all other details which constitutes a full VAT invoice.
3. To make a new self-billing agreement in the event that their own 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 end of contract.
2. Not to raise sales invoices for the transactions covered by the agreement.
3. To notify us immediately if you:
  - Change your VAT number
  - Cease to be VAT-registered; or
  - Sell your business or part of your business

**Signed by:**

**Signed by:**

Print Name:

**On behalf of Exel Europe Limited**

On behalf of:

Date:

Date: