



## SELF-BILLING AGREEMENT

As part of the requirement of 7Y raising self-billing invoices on your behalf for services you have provided, we ask that you complete the below, by entering your VAT number, if applicable. If you are not VAT registered please enter N/R.

**SUPPLIER NAME:**

**VAT NO:**

The self-biller agrees:

1. To issue self-billed invoices for all supplies made by the self-billee (supplier) from **01/01/09** until **31/12/09**.
2. To complete self-billed invoices showing the suppliers name, address, VAT number and all other details which constitute a VAT invoice.
3. To make a new self-billing agreement in the event that their VAT number changes.
4. To inform the supplier if the issue of self-billed invoices will be outsourced to a third party.

The self-billee (supplier) agrees:

1. To accept invoices raised by the self-biller on their behalf until **31/12/08**.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify 7Y immediately if; they change their VAT number, cease to be VAT registered or sell their all or part of their business.

**Signed by:**

**On behalf of:**

**Date:**

**Signed by:**

**On behalf of:** 7Y Services Ltd

**Date:**

02/01/09

Please return as soon as possible either by fax, by email (by scanning the document and emailing) or by post.

If you require any further information regarding the above please do not hesitate to contact Wayne Symonds at [wayne.symonds@7y.co.uk](mailto:wayne.symonds@7y.co.uk) or on 01568 619106.

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