

# Self Billing Agreement

This is an agreement to a Self-Billing procedure between:

**Customer: Mint Associates Ltd**

**VAT Number: GB 998 3616 54**

And

**Supplier:** \_\_\_\_\_

**VAT Number:** \_\_\_\_\_

**The Self-Biller (Mint Associates Ltd) agrees:**

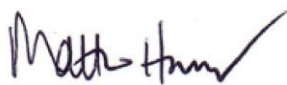
1. To issue self-billed invoices for all supplies made to them by the self-billee (the supplier) until 31 December 2015.
2. To complete self-billed invoices showing the supplier's name, address and VAT registration number, as well as all the other details that make up a full VAT invoice.
3. To make a new self-billing agreement in the event that their 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 (supplier) agrees:**

1. To accept invoices raised by the self-biller on their behalf until the expiry date of the Content Aggregator Agreement.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify the customer immediately if they change their VAT registration number, stop being VAT registered or sell their business (or part of their business).

**Customer**

**Supplier**

Signed 

Signed \_\_\_\_\_

Print Name Matthew Horner

Print Name \_\_\_\_\_

On Behalf of **Mint Associates Ltd**

On Behalf of \_\_\_\_\_

Date 18 November 2014

Date \_\_\_\_\_