

# First-Time Supplier Guide

How to invoice Latimer Tuition Ltd

Invoice Latimer Tuition Ltd. Use: Crow Royds Cottage, Crow Royds Farm, Riggs High Road, Sheffield, South Yorkshire, S6 6DA, United Kingdom. No purchase order number is required unless we have specifically provided one.	
Question	Answer
What is an invoice?	A document asking a customer to pay for goods or services you supplied. It identifies you, the customer, what was supplied and the amount due.
Who do I bill?	Latimer Tuition Ltd, Crow Royds Cottage, Crow Royds Farm, Riggs High Road, Sheffield, South Yorkshire, S6 6DA, United Kingdom.
Do I need a PO number?	No. Add one only if Latimer specifically gave you one. A contact name or project reference is helpful but optional.
I am a sole trader	Use your own name and any trading name, plus your address and contact email.
I am not VAT-registered	Do not add VAT. You can write: Not VAT-registered - no VAT charged.
I am VAT-registered	Show your VAT number, VAT rate, VAT amount, net amount and total due.
How do I send it?	Save as a readable PDF and email it to [insert invoice email address].
What should I keep?	Keep your invoice, quote/agreement, timesheets, delivery notes and payment records for your own accounts.

## Quick invoice checklist

- Your legal name and contact details
- Unique invoice number and invoice date
- Supply date or service period
- Bill to Latimer Tuition Ltd
- Clear description of goods/services
- Quantity or hours, rate/unit price and total
- VAT details if VAT-registered, or no VAT if not
- Bank details for payment

This guide is general information only, not legal, tax or accounting advice.