

Latimer Tuition Supplier Invoicing Checklist

Use this before sending your invoice to Latimer Tuition Ltd

Invoice to: Latimer Tuition Ltd

Billing address: Crow Royds Cottage, Crow Royds Farm, Riggs High Road, Sheffield, South Yorkshire, S6 6DA, United Kingdom

Company No. 13140764 | VAT No. GB385897519

Purchase order number: not required unless we have specifically provided one.

Done	Check
<input type="checkbox"/>	The work, service or product was requested or approved by Latimer Tuition.
<input type="checkbox"/>	The invoice is addressed to Latimer Tuition Ltd.
<input type="checkbox"/>	The billing address is Crow Royds Cottage, Crow Royds Farm, Riggs High Road, Sheffield, South Yorkshire, S6 6DA, United Kingdom.
<input type="checkbox"/>	My legal business name and address are shown clearly.
<input type="checkbox"/>	If I am a sole trader, my own name is included as well as any trading name.
<input type="checkbox"/>	The invoice has a unique invoice number.
<input type="checkbox"/>	The invoice date is shown.
<input type="checkbox"/>	The supply date, tax point or service period is shown.
<input type="checkbox"/>	The goods or services supplied are clearly described.
<input type="checkbox"/>	Quantities, hours, unit prices or rates are shown where relevant.
<input type="checkbox"/>	The total amount due is clear.
<input type="checkbox"/>	If I am VAT-registered, my VAT number, VAT rate and VAT amount are shown.
<input type="checkbox"/>	If I am not VAT-registered, no VAT has been charged.
<input type="checkbox"/>	My bank account name, sort code and account number are included.
<input type="checkbox"/>	My remittance/accounts email address is included.
<input type="checkbox"/>	Any Latimer contact name, project name or reference has been included if I have one.
<input type="checkbox"/>	I have not delayed the invoice because of a missing PO number; Latimer does not require one.
<input type="checkbox"/>	The invoice is saved as a readable PDF.
<input type="checkbox"/>	The invoice will be emailed to [insert invoice email address - suggested: invoices@latimertuition.com or accounts@latimertuition.com].

This checklist is general guidance only. For tax, VAT or accounting advice, use official guidance or speak to an accountant.