



## Contractor Agreement to Self Billing through Square One Resources

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

Suppliers Name:	Square One Resources
Suppliers VAT Number:	974 9900 65

*Please tick one of the following options, complete the following table and sign the agreement below.*

VAT Registered

NON VAT Registered

Company Name:	
Company VAT Number:	
Contractor Name:	

The Self Biller (Square One Resources) agrees:

1. To issue self-billed invoices to the Limited/Umbrella Company for all authorised Work carried out by the Contractor for the duration of the Contract Agreement or when the work has ended.
2. To complete self-billed invoices showing the Square One Resources name, address and VAT registration number, together with all the other details which constitute a full VAT or Billing invoice.
3. To make a new self-billing agreement in the event of a VAT registration number change.
4. To inform the self-billee if the issue of self billed invoices will be outsourced to a third party (such as accounting bureau)

The Self-Billee agrees:

5. To accept invoices raised by the self-biller for the duration of the Contract Agreement or when the work has ended.
6. Not to raise hard copy invoices for the transactions covered by this agreement.
7. To notify Square One Resources immediately if the company;

Become VAT registered; (if not already registered)  
 Change the VAT registration number;  
 Cease to be VAT registered;  
 Change the Company name;

Contractor Signature:	
<i>On Behalf of the Company</i>	
Print Full Name:	
Today's Date	