British Wool – Self-Billing Agreement

Please complete and return one copy to the address below to accept the Self-Billing procedure with British Wool. Retain the second copy for your records.

Member Services, British Wool, Wool House, Sidings Close, Canal Road, Bradford, BD2 1AZ

Tel: 01274 688666 [memberservices@britishwool.org.uk](mailto:memberservices@britishwool.org.uk) www.britishwool.org.uk

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

***Customer Name:* British Wool Marketing Board *VAT number: GB 264533990 and***

***Producer Name***

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***Producer VAT Number***

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***British Wool Registration number***

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***The self-biller (the Customer - British Wool Marketing Board) agrees:***

1. *To issue self-billed invoices for all supplies made to them by the self-billee (the Producer) from the onset of business relations until the registration of the Producer with British Wool Marketing Board ends.*
2. *To complete self-billed invoices showing the Producer’s name, address and VAT registration number, together with all the other details which constitute a full VAT invoice.*
3. *To make a new self-billing agreement in the event that their VAT number changes.*
4. *To inform the Producer if the issue of self-billed invoices will be outsourced to a third party.*

***The self-billee (the Producer) agrees:***

1. *To accept invoices raised by the Customer (British Wool Marketing Board) on their behalf until the Producer’s registration with British Wool Marketing Board ends.*
2. *Not to raise sales invoices for the transactions covered by this agreement.*
3. *To notify the Customer (British Wool Marketing Board) immediately if they;*
   1. *Change their VAT registration number.*
   2. *Cease to be VAT registered.*
   3. *Sell their business or part of their business.*

***Signed by:***

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| **Customer** | **Producer** |
|  | Signed by |
| **Andrew Hogley, CEO** | Print name |
| On behalf of  **British Wool Marketing Board** | On behalf of |
| *22 February 2024* | Date |