



## Self-Billing Agreement 2015/16

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

**Holiday Extras Ltd**

VAT number: 844 2814 25

<b>Agent/Suppliers name:</b>	
<b>ABTA/HX Account number(s):</b>	
<b>VAT number:</b>	

If you are not VAT registered please tick the box and return.

This covers all sales under any and all agreements between Holiday Extras Ltd and the agent named above.

Holiday Extras Ltd agrees;

1. To issue self-billed invoices for all commission due to the agent/supplier being specified above until 31st March 2016.
2. To deduct commission due to the agent/supplier from monies due to Holiday Extras Ltd.
3. To complete self-billed invoices showing the agent/suppliers name, address and VAT number together with all other details which constitute a full VAT invoice.
4. To make a new self-billing agreement in the event that their VAT registration number changes.

The agent specified above agrees:

1. To accept self-billed invoices for all commission raised by Holiday Extras Ltd on their behalf until 31st March 2016.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify Holiday Extras Ltd immediately if they change their VAT number, cease to be VAT registered, sell their business or part of their business.

Signature on behalf of agent above;

On behalf of Holiday Extras;

Signature:



Print name:

Cathy Beare

Date signed:

18th February 2015

Please return by:

Email: [selfbill@holidayextras.com](mailto:selfbill@holidayextras.com)

Post: Credit Control Department, Holiday Extras Ltd, Freepost NATE 1280, Hythe, Kent, CT21 4BR.

**Holiday Extras Ltd Self-billing continuation sheet**

**Additional Details Covered by this Agreement:**

Note: Please delete any entities listed below not covered by you under this agreement.

**ABTA numbers**

**Legal Entities**

**VAT Numbers**

Note: Please ADD any entities not shown above, but covered by you under this agreement.

**ABTA numbers**

**Legal Entities**

**VAT Numbers**