

MODULE GUIDANCE:

***untypical* SELF BILLING AGREEMENT**

Purpose:

Self-billing is a commercial arrangement between a supplier (you) and a customer (*untypical*, comprising Tilia Homes and Hopkins Homes) in which the customer prepares the supplier's invoice and forwards a copy to the supplier with the payment.

Both customer and supplier must be VAT registered; if you are not VAT registered you will not be able to complete a self billing agreement.

Standards:

- All sections of the self billing agreement need to be completed.
- The signature must be a 'real' signature, either handwritten or scanned in. Please note that typed signatures will not be accepted, including those in an electronic handwriting font.
- Your full legal company name must be entered at the top and bottom, abbreviations cannot be accepted:



SELF BILLING AGREEMENT

This is an agreement between the following parties:


Subcontractor full legal company name:	CQMS Limited
Subcontractor address:	The Clock, 12-13 Westgate, Grantham, Lincolnshire, NG31 6LT
Subcontractor VAT registration number:	648013939

and *untypical*, incorporating:

Customer name:	Tilia Homes Ltd	Hopkins Homes Ltd
Customer address:	Tungsten Building, Blythe Valley Business Park, Solihull, West Midlands, B90 8AU	Melton Park House, Scott Lane, Woodbridge, Suffolk, IP12 1TJ
Customer VAT registration number:	344292458	678890700

The customer (self biller) agrees:

1. To issue Self-Billed invoices for all works carried out by the Self-Billee (The Sub-Contractor) until this agreement expires (12 months from the date of subcontractor signature)
2. To complete Self-Billed invoices showing the Sub-Contractors 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 their VAT registration number or status changes.
4. To inform the supplier if the issue of Self-Billed invoices will be outsourced to a third party.

Signed by:	
For and on behalf of:	<i>untypical</i>
Print name:	David Newell
Job title:	Group Commercial Director

The subcontractor (self billee) agrees:

1. To accept invoices raised by the Self-Biller on their behalf until this agreement expires (12 months from the date of subcontractor signature)
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify the Customer immediately if their VAT registration number or status changes, or if they sell part or all their business.

Signed by:	
For and on behalf of: (the subcontractor)	CQMS Limited
Print name:	Kerry Howe
Job title:	Director
Date:	01/10/2024

For limited companies and limited liability partnerships (LLPs):

The full company name as it appears on the VAT certificate.

For partnerships:

The full company name as it appears on the VAT certificate. This is usually in the form of: Mr J Doe & Mrs J Doe T/A Doe Builders

For sole traders:

The name as it appears on the VAT certificate. This is usually in the form of: Mr J Doe T/A Doe Builders

Requirements:

For VAT purposes you'll have to do all of the following:

- sign and keep a copy of the self-billing agreement
- agree not to issue any sales invoices to your customer for any transaction during the period of the agreement
- agree to accept the self-billing invoices that your customer issues
- tell CQMS and your customer at once if you change your VAT registration number, cancel your VAT registration, or transfer your business as a going concern

If your business is VAT registered but does not accept self billing you must confirm this in writing to CQMS to ensure we can communicate this to *untypical* and update your supplier profile.

Entities covered by the Self Billing Agreement:

The self billing agreement applies to works completed for both Tilia Homes and Hopkins Homes.

All companies working for Tilia Homes and Hopkins Homes are asked to sign a self billing agreement; if successful in tendering for works the method of billing will be discussed and agreed during the pre-start meeting.

Renewal:

The self billing agreement is valid for 12 months from the date it is signed. It therefore needs to be re-completed on an annual basis. CQMS will issue reminders in advance to individuals listed as 'contacts' on your supplier profile.

Termination:

The self billing agreement can be terminated at any time during the 12 month period after signing. If a self billing agreement is terminated, you must agree to submit invoices to *untypical* for your services.

If you wish to terminate an existing self billing agreement, please contact CQMS.