

INVOICE

This should be the **legal entity per the lease**, for example:

- Martin McColl Limited
- Martin Retail Group Limited

This must be a company name

Do not just write "McColl's"

Do not address to PwC / PricewaterhouseCoopers LLP / the administrators

Martin McColl Limited - in administration
Central Square, 8th Floor
29 Wellington Street
Leeds
LS1 4DL

The **name and address of the landlord** (or landlord's agent)

John Smith
123 North Street
Northtown
Northshire
AB1 2CD

The **date** the invoice is issued

Date: 1 September 2022

The **property address** being invoiced for

Please include the **town and first line of the address** (and the property reference if known – this will be on the letter we sent)

Invoice No: 1234-001

VAT Registration: 123 4567 89

Property: 1234 - NORTHTOWN, 1 North Street

The **invoice number** (if applicable)

The VAT registration number (**only if you are charging VAT – otherwise not needed**)

Description	Period	Net £	VAT £	Gross £
Rent	1 - 30 September 2022	100.00	20.00	120.00
Service Charge	1 - 30 September 2022	50.00	10.00	60.00
Insurance	1 - 30 September 2022	50.00	10.00	60.00
Totals		200.00	40.00	240.00

Split out your invoice between rent, service charge and insurance (if included)

Make sure it is clear on the invoice whether you charge VAT

BANK DETAILS

Account Name: John Smith
Account Number: 12345678
Sort Code: 01-23-45

Include your **bank details** for us to pay the invoice into

The period must be from the **first to the last day of the month**

Do not include more than one month on the same invoice (e.g. a quarter)

Please ensure we receive a correct invoice by the **last day of the month** you are invoicing for to ensure it is included

Payments are made on the **10th day of the month**, in **arrears**

For example, if you are invoicing for September, we need to receive the invoice by 30 September. It will then be paid by 10 October.