

# INVOICE

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

- wilko Ltd

This must be a company name

**Do not** just write "wilko"

**Do not** address to PwC / PricewaterhouseCoopers LLP / the administrators

wilko Ltd – 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**.

**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
<b>Totals</b>		<b>200.00</b>	<b>40.00</b>	<b>240.00</b>

**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 or before the **10<sup>th</sup> 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.*