

A VAT invoice must contain the following information:

Invoices Over £250 inc. VAT("Full")

- ☐ The Suppliers Name and Address
- ☐ VAT Registration Number of supplier
- ☐ An Invoice Number
- ☐ The Date When the Invoice was issued
- ☐ The Councils Name and Address
- ☐ A Description of the Goods or Services
- ☐ Date when the Goods or Services were supplied to us
- ☐ The Total Tax Chargeable in Sterling
- ☐ The Total Value of The Purchase, Excluding Tax in any currency
- ☐ The Rate of Any Discount
- ☐ The Total Amount Payable Including Tax
- ☐ The Unit Price
- ☐ The Rate of Tax

Invoices £250 or Less inc. VAT ("Less detailed")

- ☐ The Suppliers Name and Address
- ☐ VAT Registration Number of supplier
- ☐ An Invoice Number
- ☐ The Date When the Invoice was Issued
- ☐ The Councils Name and Address
- ☐ A Description of the Goods or Services
- ☐ The Total Amount Payable Including Tax
- ☐ The Rate of Tax