



Request for Sales Invoice
to be raised

Date	
------	--

Details of service & cost
supplied by INL

Does the total amount to be charged to the client include or exclude VAT ?

Zero Rate/ Exempt
N/A

Exclusive VAT	VAT	Inclusive VAT
	0	0

* If no amounts in the VAT column we would assume zero rated or VAT exempt

Does the client require a Tax Invoice now or only a Proforma Invoice to enable payment ?

Tax Invoice	Proforma Invoice

G/L Code to be credited	HAOMB30SD01

Comments / special notes

Client / Company Name
(to be invoiced)

VAT Registration number

Physical address

Postal Address

Code

Ordered by (Person's name and surname)

Phone No. _____

Fax No. _____

*Duly authorised
INL Representative*

*Existing A/C No. with
Independent Newspapers*

*Management Representative
taking this order*

Client Order No.

(Attach official order, please)

Post & fax inv to client
Yes
Invoice to be collected
No

Name
Department
Campaign

Regional Finance