

Appendix A

Example PPD Invoice

INVOICE				Company Ltd			
To: Customer Ltd 2 Bowman Street Leicester LE1 XXX				1 Industrial Road North Road London N12 XXX			
				Company No: 123456 VAT Registration No: 987 6543 21			
Invoice Number		100234		Tax Date		31/05/2015	
PO Number		POA0123		Terms		28 Days	
				Payment Due		28/06/2015	
Quantity	Description	Price	Net	VAT %	VAT	Gross	
1	Item 1	£1.00	£1.00	20	£0.20	£1.20	
2	Item 2	£200.00	£400.00	20	£80.00	£480.00	
						Net	£401.00
						VAT	£80.20
						Total	£481.20
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;"> Wording with this meaning must be included </div> <p>A discount of 5% of the full price applies if payment is made within 14 days. No credit note will be issued. Following payment you must ensure you have only recovered the VAT actually paid.</p> <p>If you pay within 14 days the discounted price is :</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> Optional </div>							
						Net	380.95
						VAT	76.19
						Total	457.14