

Annex E

Acceptable invoice requirements

Acceptable invoice should show the following:

- supplier's name and address
- applicant's/claimant's name and address
- detailed statement of services involved or goods supplied
- date of supplying the goods or services
- total amount due for payment by the customer
- where appropriate, the net amount actually paid by the customer, giving details of any discount
- credit or hire charges, which fully explain any difference between the amount due and amount paid
- signature or business stamp of the person receiving payment on behalf of the business which issued the invoice
- date and method of payment
- additional evidence of payment (see note below)

Additional evidence will be required where the claim includes an individual transaction of £5000 or over, or where it includes an invoice for £200 or over which has been paid in cash, the receipted invoice should be backed by some other evidence of payment.

Acceptable additional evidence of payment could be cleared cheque, bank giro transfer slip, or bank or credit card statement confirming the invoice details.

A print out from an online bank account is acceptable but only where the applicant's/claimant's name and address are included.