

Pub Invoice example

Invoices

The invoice is your prime document and you should expect to receive it within three working days from the date of delivery. Below is an example of how your invoice will look.

SALES INVOICE

VAT Reg. No. XXX XXXX XX
Invoices and credit notes should be retained for VAT purposes

Invoice enquiries should be addressed to Customer Services on 03333 20 20 85

Please note that telephone calls made to numbers operated by Stonegate Group may be recorded for quality and training purposes

Invoice Address

The Publican
The Red Lion
Pubshire
POST CODE

Pub Address (if different)

All queries concerning invoices and credit notes should be referred to the Sales and Service Centre on the number shown.

Invoice/ pub

If you have requested statements to be sent to an address which is different to the pub address, both invoice and pub address will be printed.

Invoice Date	XX/XX/XX	Delivery Date	XX/XX/XX	Account Number	12345
Invoice No.	INV001234	Delivery Note No.	1234567	Customer Ref	

Account number

This number should be quoted on all correspondence with ei group.

Product Code	Product Description	Qty	Unit Price (£)	Unit (£)	Unit Disc Gross (£)	Total Disc (£)	Total (£)	Total Net	V A T
A001	J SMITH EX SMOOTH 11 KEG 3.8%	1	XXX.XX	-XX.XX	XXX.XX	-XX.XX	XX.XX	F	
A001	J SMITH EX SMOOTH 11 KEG 3.8%	1	XXX.XX	-XX.XX	XXX.XX	-XX.XX	XX.XX	F	
A001	J SMITH EX SMOOTH 11 KEG 3.8%	1	XXX.XX	-XX.XX	XXX.XX	-XX.XX	XX.XX	F	
A001	J SMITH EX SMOOTH 11 KEG 3.8%	1	XXX.XX	-XX.XX	XXX.XX	-XX.XX	XX.XX	F	
A001	J SMITH EX SMOOTH 11 KEG 3.8%	1	XXX.XX	-XX.XX	XXX.XX	-XX.XX	XX.XX	F	
A001	J SMITH EX SMOOTH 11 KEG 3.8%	1	XXX.XX	-XX.XX	XXX.XX	-XX.XX	XX.XX	F	
A001	J SMITH EX SMOOTH 11 KEG 3.8%	1	XXX.XX	-XX.XX	XXX.XX	-XX.XX	XX.XX	F	
A001	J SMITH EX SMOOTH 11 KEG 3.8%	1	XXX.XX	-XX.XX	XXX.XX	-XX.XX	XX.XX	F	
A001	J SMITH EX SMOOTH 11 KEG 3.8%	1	XXX.XX	-XX.XX	XXX.XX	-XX.XX	XX.XX	F	

Product code

This is the unique code for each product.

Quantity

Returns and/or credits shown as -ve. The total value of a return or credit is deducted from the invoice total.

PAYMENT TERMS
Payment is due by XX/XX/XX. Please ensure we receive your cash payment by this date

TOTAL	X,XXX.XX	XXX.XX	XXX.XX
VAT TOTAL			XXX.XX
INVOICE TOTAL			XXX.XX

VAT Codes
F = Standard Rate
Z = Zero rated

Payment terms

This confirms the date the invoice is due for payment. For Direct Debit payers this is your advance notification of the collection date.

Terms & Conditions of Supply to Retailers are as stated on the reverse of you delivery note.

Stonegate Group, 3 Monkspath Hall Road, Solihull, West Midlands, B90 4SJ
T: 0121 272 5000 • stonegategroup.co.uk
Registered in England & Wales. Company no. 2562808

Pub Statements example

Statements

For your information and records a statement, describing all transactions, will be despatched within 10 days of the end of the calendar month.

STATEMENT

Statement Queries
 Telephone No. 0121 272 5000
 Fax No. 0121 733 6447
 Please note that telephone calls made to numbers operated by ei group plc may be recorded for quality and training purposes

Customer No.

Invoice Address

The Publican
 The Red Lion
 Pubshire
 POST CODE

Pub Address

Start Date: XX/XX/XX
End Date: XX/XX/XX

Statement Date: XX/XX/XX
Statement No.: 12345678

Date	Doc. Type	Document No.	Description	Due Date	Amount	Remaining Amount	Balance
Balance as at 31/06/14							
XX/XX/XX	Invoice	INV0123456789	Rent	XX/XX/XX	XXXX.XX	XXXX.XX	XXXX.XX
Total Account Balance						GBP	XXXX.XX
Items not yet due							
XX/XX/XX	Invoice	INV0123456789	Rent	XX/XX/XX	XXXX.XX	XXXX.XX	XXXX.XX
Sub Total						GBP	XXXX.XX
Total Account Balance					GBP	XXXX.XX	

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Questions about your statement should be addressed to ei group plc, Sales Ledger Department. However, if you have any queries relating to payment mechanisms or amounts, these should continue to be addressed to your Regional Credit Control Manager.

Customer number

This number should be quoted on all correspondence with ei group plc.

Statement/ pub address

If you have requested statements to be sent to an address which is different to the pub address, both invoice and pub address will be printed.

Account balance

Shows the total balance on this account at the date the statement was produced.

Statement type identifier

Most retailers will receive a combined trade and rent statement if appropriate you may also receive an fixtures and fittings statement

Reference

Shows the invoice number or payment reference. If you have a query on a specific item, please quote this number.