

Authorisation Form / Invoice Information Sheet



JM PARTNERSHIP
(SURVEYORS) LTD

As part of the Initial Notice protocol; JM Partnership requires the following information to ensure that the person intending to carry out the work and all relevant parties are aware that **JM Partnership (Surveyors) Ltd** will be providing the 'Approved Inspector' services and confirmation of the person/party responsible for payment of our fees.

Please ensure this is returned with the completed and signed Initial Notice. We are unable to process any applications without this completed form. Please print off and sign.

1	<p>Site address:</p> <p>Description of works:</p>																								
2	<p>Person responsible for paying the invoice to complete the following:</p> <p>I (FULL NAME IN BLOCK CAPITALS)</p> <p>Confirm I am the person/party responsible for payment of all fees and have read, accepted and understood the statement on the header of this form and Terms & Conditions of payment as stated on the footer. Please do not sign on behalf of another party unless you are willing to become liable for the fees.</p> <p>Signed _____ Date _____</p>																								
3	<p>Invoice address details</p> <p>Email address (invoices/statements are sent via email):</p> <p>Contact Name: -</p> <p>Tel No:-</p>																								
4	<p>Any additional information or instructions you would like included on the invoice i.e.</p> <p>Purchase Order number:-</p>																								
5	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Plan Fee:</td> <td style="width: 10%;">£</td> <td style="width: 15%;">+ VAT</td> <td style="width: 15%;">Inc VAT</td> <td style="width: 15%;">VAT rate</td> <td style="width: 10%;">%</td> </tr> <tr> <td>Inspection fee:</td> <td>£</td> <td>+ VAT</td> <td>Inc VAT</td> <td></td> <td></td> </tr> <tr> <td>Additional fees:</td> <td>£</td> <td>+ VAT</td> <td>Inc VAT</td> <td></td> <td></td> </tr> <tr> <td>Total:</td> <td>£</td> <td>+ VAT</td> <td>Inc VAT</td> <td></td> <td></td> </tr> </table>	Plan Fee:	£	+ VAT	Inc VAT	VAT rate	%	Inspection fee:	£	+ VAT	Inc VAT			Additional fees:	£	+ VAT	Inc VAT			Total:	£	+ VAT	Inc VAT		
Plan Fee:	£	+ VAT	Inc VAT	VAT rate	%																				
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Additional fees:	£	+ VAT	Inc VAT																						
Total:	£	+ VAT	Inc VAT																						
6	<p><u>Terms & Conditions of Payment</u></p> <p>Please note:</p> <p>Combined fees will be invoiced following receipt of the Application & Initial Notice.</p> <p>Plan fees will be invoiced following receipt of the Application & Initial Notice.</p> <p>Inspection fees (in total) will be invoiced following commencement of works on site.</p> <p>Staged payments for larger projects can be arranged by mutual agreement, but this must be prior to commencement of works on site.</p> <p>All invoices are due for payment 30 days from the invoice date.</p> <p>Monies that remain outstanding after the due date may incur late payment interest at the rate of 2% per week, until the invoice has been paid in full. We reserve the right to seek recovery of any monies remaining unpaid after sixty days from the invoice date, via collection Agencies and/or through the Small Claims court in the event that the outstanding balance does not exceed £3000. In such circumstances, you shall be liable for any and all additional administrative and/or court costs.</p> <p>Please be advised the Building Control 'Final Certificate' will only be issued on receipt of all outstanding fees.</p>																								