**LBGF Invoice Guidance Notes**

Invoices must:

1. Have the word “INVOICE” on them.
2. State “paid in full”.
3. Be dated and signed by the seller with a reasonably recognisable signature. The sellers name in block capital must be present near the signature.
4. Show the sellers full contact details.
5. Show VAT clearly as a separate item on all financial calculations if applicable.
6. Show the sellers VAT number if they are VAT registered.

**BACS / Direct Debit Payments**

If paying by BACS / direct debit, accompanying bank statements must be submitted showing that the transaction has passed through the account, together with the associated invoice, as outlined above.

**Cheque payments**

If paying invoices by cheque, it is essential that we have a photocopy of the cheque plus any accompanying bank statements showing the cheque has passed through the account, together with the associated invoice, as outlined above.

**Credit / debit card payments**

If paying invoices by credit / debit card, we require accompanying credit / bank statements showing the transaction has passed through the account, together with the associated invoice, as outlined above.

**Cash payment**

For cash payments, invoice must be signed by seller “Paid in full”

Please remember any invoices dated prior to the date of the offer letter will be ineligible.

We cannot accept delivery notes. You must produce an invoice for payment. Chamber of Commerce East Lancashire reserves the right to seek any further information that it may deem necessary to satisfy itself that the amounts have been paid. If the above is not adhered to, Chamber of Commerce East Lancashire reserves the right to decline payment of grant.