|  |  |
| --- | --- |
| Click here to enter artist name or registered company name, as listed in the agreement. | **LOCAL ARTIST INVOICE** |

|  |  |
| --- | --- |
| **Address:**  Click here to enter your full address including postcode.  **Registered company number:**  Click here to enter company number. Enter n/a if you are not a registered company.  **Registered company address:**  Click here to enter the full company registered address. Enter n/a if you are not a registered company.  **Registered company trading address:**  Click here to enter the full company trading address. Enter n/a if you are not a registered company. | **Invoice Number:**  Click here to enter your invoice number.  **Date:**  Click here to use drop-down and enter the date you are invoicing us for goods sold. |

|  |  |
| --- | --- |
| To: Sunrise Records and Entertainment Limited  Mermaid House  Puddle Dock  Blackfriars  London  EC4V 3DB | HMV/Fopp store: Click here to enter the store name and address, as listed in the agreement. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supplier Number | Store Number | Supplier Contact Name | Supplier Phone Number | Supplier Email Address |
| Click here | Click here | Click here | Click here | Click here |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sales Period** | Enter the sales period, this should be a full calendar month, do not invoice before a month end. | **Vat Registration Number** | If you are not VAT registered, please enter ‘NOT VAT REGISTERED’. |

| Quantity Sold | Description of Goods | Cost Price Per Item | Total |
| --- | --- | --- | --- |
| *Click* | *Click to enter details* | *Click* | *Click* |
| *Click* | *Click to enter details* | *Click* | *Click* |
| *Click* | *Click to enter details* | *Click* | *Click* |
| *Click* | *Click to enter details* | *Click* | *Click* |
| *Click* | *Click to enter details* | *Click* | *Click* |
|  |  | **Subtotal** | *Click* |
|  |  | **VAT** | *Click* |
|  |  | **Total Due** | *Click* |

**Payment of this invoice shall be accordance with** **the payment terms agreed between the parties.**

* **Invoices should not be submitted where the total number of units sold is under five.**
* **The five unit minimum is in place to help reduce the costs of processing and paying invoices.**
* **When invoicing for the final time, please mark as ‘Final Invoice’.**