|  |
| --- |
| Fields in red are mandatory  |
| Name of Correspondent: |  |
| **Section 1: General information** |
| Date:  |  | Invoice Number: |  |
| Final invoice y/n: |  | Period: | From: |  | To: |  |
| To (Member name):  |  |  |  |  |
| Member’s address: |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Member’s VAT Number: |  |  |  |  |
| c/o: | The Standard Club Europe Ltd |  | Invoice From (Supplier name): |  |
| Address: | Standard House |  | Supplier Address: |  |
|  | 12/13 Essex Street |  |  |
|  | London |  |  |
|  | WC2R 3AA |  |  |
| Contact Name: |  |  | Contact Name: |  |
| Email: |  |  | Email: |  |
| VAT Number |  |  |  |  |
|  |  |  |  |  |
| Club Reference: |  |  | Supplier Reference: |  |
| Vessel Name: |  |  | Voyage Number: |  |
| Incident Date: |  |  | Place of Incident: |  |
| Description: |  |
| **Section 2: Payee Details** |
| Payee Name: |  |  | Account Name: |  |
| Address:  |  |  | Bank Name: |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Registration: |  | Account/IBAN Number: |  |
| VAT Number: |  |  | Sort Code: |  |
| Invoice Currency: |  |  | Swift Code: |  |
| **Section 3: Invoice Summary:** |
|  |  | Total Fees: |  |
|  |  | Total Disbursements: |  |
|  |  | Total Taxes: |  |
|  |  | Total Third Party Fees: |  |
|  |  | Total Third Party Disbursements: |  |
|  |  | Total Third Party Taxes: |  |
|  |  | **Amount Payable**: |  |
| **Section 4: Breakdown of Correspondents Fees** |
| **4.1 Fees** |
| **Date** | **Contractor/****Work done** | **Measure** | **Cost** | **Quantity** | **Fee Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Total Fees:** |  |
|  |  |  |  |  |
| **4.2 Disbursements** |
| **Type** | **Comments** | **Gross Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | **Total Disbursements** |  |
| **4.3 Taxes** |
|  |  |  | Total Local Taxes |  |
|  |  |  | Total VAT |  |
|  |  | **Total Taxes** |  |
| **Section 5: Payments to Third Parties** |
| **5.1 Fees** |
| **Date** | **Contractor/****Work done** | **Measure** | **Cost** | **Quantity** | **Fee Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Total Fees:** |  |
|  |  |  |  |  |
| **5.2 Disbursements** |
| **Type** | **Comments** | **Gross Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | **Total Disbursements** |  |
| **5.3 Taxes** |
|  |  |  | Total Local Taxes |  |
|  |  |  | Total VAT |  |
|  |  | **Total Taxes** |  |
| **Section 6: Other Information** |
|  |
|  |