**Help making sure your invoices are accepted**

It must be clear that your invoice relates to the claim. Please make sure that your invoice includes:

* your details (that is, your company name and address)
* date of the invoice
* your customer’s name as it is on the online application
* your customer’s billing address – for the EV grant for flats and renters, this must match the installation address
* the total cost of the work invoiced (including any VAT charged) before the grant is applied – this should match the amount you have stated on your online application
* the OZEV grant amount you have discounted
* the final amount you invoiced your customer

We have created a sample invoice to help you.

|  |
| --- |
| invoice |
| **INVOICE** # Invoice No  **DATE** Enter date  For flats and renters, name and address must be provided and match the name and address you provided on the online application.  For landlord and infrastructure claimsthe company name must match the name on the application.  Provide date of the invoice |

**Installer/customer**

**Name and Address**

Name

Street Address

City, Postcode

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount** | |
| Materials  Labour | £1000  £500 | |
|  | **Subtotal** | £1500 |
| Grant amount should be stated in the table | **20% VAT** | £300 |
|  | **Total inc VAT** | £1800 |
|  | **OZEV Grant** | -£350 |
|  | **Amount Due** | £1450 |

This should match amount the total amount you have stated on your online application.