

# British Safety Council Invoicing Policy



## Invoicing

The British Safety Council issues an invoice by email within 10 days of receiving a completed booking form. Invoices are recorded on the British Safety Council's finance system.

Invoices include:

- a clear description of what is being charged for;
- the amount(s) being charged;
- invoice date and when payment is due (30-day term);
- details of how to pay;
- the name and address of the customer being invoiced;
- the British Safety Council's address;
- a unique invoice number to aid identification;
- VAT amount, where applicable,
- contact details for queries.

Payments from customers are recorded on the British Safety Council's finance system. All accounting documents, including invoices, are retained for six years.

## Contact details for this policy

Qualifications Department  
British Safety Council  
70 Chancellors Road  
London W6 9RS

Telephone: 020 8741 1231  
E-mail: [qualifications@britsafe.org](mailto:qualifications@britsafe.org)

First published: June 2004  
Last updated: August 2021