

Company Name and Address must be included

Invoice date must be included. Date must be the last day of the month of activity being claimed

Invoice number must be unique & sequential

Practice Name:
Practice Address:

INVOICE

Invoice Number:
Date of Invoice:

Practice Tel. Number:
VAT Registration Number:

Accounts Payable
Evolutio Care Innovations Limited
10a The Bank Chambers
Hart Street
Henley-on-Thames
Oxon
RG9 2AU

Delivery Address:

Include your ship to address

Cataract and ESP work to be on separate invoices

1 month's activity per invoice

Invoice for cataract pre-op / post-op carried out during the month of _____

Quantity	Description of Service	Unit Price	VAT	Total
	Cataract Pre-op		£0.00	
	Cataract Post-op		£0.00	
Subtotal				
VAT				£0.00
Total Due				

Full bank details required

Ensure unit prices are correct

Practice Banking Details

Bank Name	
Bank Address	
Account Number	
Sort Code	

Ensure total is correct

Remittance Instructions

Please provide remittance by email / post to _____

Additional Information

Please note that ESP work must be on a separate invoice to Cataract pre/post-op invoices.

Affirmation and validation will be performed post-surgery. There is currently substantial delays in cataract surgery waiting list.

Invoices submitted with both cataract and ESP activity will be returned.

Illegible or inaccurate invoices will be returned for re-submission

Good Invoicing Guidelines

To help ensure that Evolutio can process invoices quickly and efficiently, we ask that suppliers follow the Good Invoicing guidelines listed below:

1. Cataract and ESP activity must be billed on two separate invoices. Invoices containing claims for both cataract work and ESP work will be returned for re-submission.
2. Ensure your company name is clearly stated on the Invoice. This will allow your Invoice to be paid correctly.
3. Ensure your company address (including postcode) is shown on the Invoice. Missing details may result in delayed payment or returned Invoices. Failure to provide your postcode could result in incorrect payments. Please ensure your relevant telephone number is provided as this will allow us to contact you quickly if there is any reason why your invoice cannot be processed.
4. Clearly identify if the item is an invoice or credit note. If this is not stated your invoice / credit may be returned.
5. Ensure that your invoice / credit has an identifiable unique invoice / credit number stated. Invoices received without an invoice number will be returned.
6. Ensure the tax point / invoice date is clearly shown. This allows us to action your Invoice within the correct payment terms.
7. Clearly show the ship to address to allow the invoice to be allocated to the correct department within the organisation. Not advising of the delivery address may delay payment.
8. Ensure all goods/service details are provided. Advise of quantity billed, item description, unit price and total value. If all the information is provided it will enable the invoice to be processed easily allowing for prompt payment. Missing information could delay payment.
9. Quote all relevant bank details. If bank details are not quoted your invoice may be paid via cheque. Please quote all remittance addresses to allow us to post, fax or email the remittance to the correct location.
10. Please state your payment terms on all invoices.
11. Ensure a clear breakdown of invoice value is provided. Invoices that are calculated incorrectly will be returned. Advise of any handling or freight charges. Ensure a clear VAT breakdown is provided to avoid delays.
12. In addition please ensure your invoice / credit note:
 - Is legible.
 - Contains the relevant supporting information, such as timesheets.
 - Is not printed on dark paper or in purple ink for scanning purposes.
 - Is not handwritten.
 - Is not stapled

If an invoice does not adhere to the above guideline there may be a delay in your payment.