

Split Invoicing Form

Please complete digitally & email to customerservices@alphabiolabs.com
Please contact your case manager if you have any queries

1. Instructing Party

Full Name

Address

Position

Telephone

Organisation

Email

Client Full Name

Your Reference

Purchase Order No.

Court Reference

Filing Date

dd/mm/yyyy

hh/mm

Court Date

dd/mm/yyyy

VAT Registered?

No

☐

Yes

☐

If yes, please confirm your VAT registration number

As the lead party for this instruction, you agree to make payment for all costs relating to this instruction should the other parties included on this form refuse to settle the split invoices raised to them.

2. Split Invoicing

Split invoicing details are **ONLY** used for invoicing parties directly, once testing is concluded.

Are any of the parties a litigant in person?

No

☐

Yes

☐

(If yes, their fees will be due upfront, prior to any testing taking place)

% share to be invoiced to the Instructing Party

Please add details below of other parties to be invoiced, including their respective percentage shares.

To avoid invoice rejection, state the name of each client represented.

Contact Name

Address

Email

Client Full Name

% share to be invoiced to this additional party

Organisation

Telephone

Purchase Order No.

Your Reference No.

Court Reference No.

Contact Name

Address

Email

Client Full Name

% share to be invoiced to this additional party

Organisation

Telephone

Purchase Order No.

Your Reference No.

Court Reference No.

Contact Name

Address

Email

Client Full Name

% share to be invoiced to this additional party

Organisation

Telephone

Purchase Order No.

Your Reference No.

Court Reference No.

Contact Name

Address

Email

Client Full Name

% share to be invoiced to this additional party

Organisation

Telephone

Purchase Order No.

Your Reference No.

Court Reference No.

Contact Name

Address

Email

Client Full Name

% share to be invoiced to this additional party

Organisation

Telephone

Purchase Order No.

Your Reference No.

Court Reference No.