

## ISP Invoicing Policy

The ISP awarding organisation **invoicing process** is as follows:

1. ISP recognises Provider or accepts learner registrations
2. ISP issues an appropriate invoice to the Provider
3. Provider pays by cheque, BACS or PDQ
4. ISP acknowledges receipt of payment

The ISP awarding organisation **invoicing policy** is as follows:

ISP will issue an invoice within one month of the ISP recognising an Provider or accepting learner registrations. Multiple registrations may be invoiced on one invoice.

All invoices will contain the following information:

- Invoice number
- Date
- Full name and address of ISP
- Details of ISP bank account
- ISP VAT registration number
- Statement of required payment date (currently payment on receipt of invoice)
- Full name and address of invoiced company

For learner registrations the invoice will include the following information:

- Number of learner(s) registered
- Full title of qualification(s) registered for, including level(s)
- Price payable
- VAT payable (currently 0%)

For Provider recognition the invoice will include the following information:

- Name of recognised Provider
- Details and date covered
- Price payable
- VAT payable (currently 20%)

The ISP reserves the right to withhold results and certificates from a Provider until payment is received.