

## Supplier Invoice Checklist

Invoice to be made out to Novuna Business Finance

Invoice number & date (before start of the agreement)

Customer name and delivery address as per the document

New (no need for year of manufacture for the asset)

Used (need year of manufacture for the asset)

Date of 1st registration if there is a registration number (required for all road worthy vehicles)

Serial/chassis number to be detailed as per the document

No 'Sold as Seen' on the invoice

Supplier bank details on the invoice or on letterhead

Supplier contact telephone number

A registered VAT number should be clearly shown for when VAT is present


Tomorrow. Together