|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fields in red are mandatory | | | | | | | | | | | |
| Name of Correspondent: | | | | | |  | | | | | |
| **Section 1: General information** | | | | | | | | | | | |
| Date: | |  | | Invoice Number: | | |  | | | | |
| Final invoice y/n: | |  | | Period: | | | From: | |  | To: |  |
| To  (Member name): | |  | |  | | |  | | |  | |
| Member’s address: | |  | |  | | |  | | |  | |
|  | |  | | |  | | |  | |
|  | |  | | |  | | |  | |
|  | |  | | |  | | |  | |
| Member’s VAT Number: | |  | |  | | |  | | |  | |
| c/o: | | The Standard Club Europe Ltd | |  | | | Invoice From (Supplier name): | | |  | |
| Address: | | Standard House | |  | | | Supplier Address: | | |  | |
|  | | 12/13 Essex Street | |  | | |  | | |
|  | | London | |  | | |  | | |
|  | | WC2R 3AA | |  | | |  | | |
| Contact Name: | |  | |  | | | Contact Name: | | |  | |
| Email: | |  | |  | | | Email: | | |  | |
| VAT Number | |  | |  | | |  | | |  | |
|  | |  | |  | | |  | | |  | |
| Club Reference: | |  | |  | | Supplier Reference: | | | |  | |
| Vessel Name: | |  | |  | | | Voyage Number: | | |  | |
| Incident Date: | |  | |  | | | Place of Incident: | | |  | |
| Description: | |  | | | | | | | | | |
| **Section 2: Payee Details** | | | | | | | | | | | |
| Payee Name: | |  | |  | | | Account Name: | | |  | |
| Address: | |  | |  | | | Bank Name: | | |  | |
|  | |  | | |  | | |  | |
|  | |  | | |  | | |  | |
|  | |  | | |  | | |  | |
|  | |  | | |  | | |  | |
| Registration: | |  | | Account/IBAN Number: | | | | | |  | |
| VAT Number: | |  | |  | | | Sort Code: | | |  | |
| Invoice Currency: | |  | |  | | | Swift Code: | | |  | |
| **Section 3: Invoice Summary:** | | | | | | | | | | | |
|  | |  | | Total Fees: | | | | | |  | |
|  | |  | | Total Disbursements: | | | | | |  | |
|  | |  | | Total Taxes: | | | | | |  | |
|  | |  | | Total Third Party Fees: | | | | | |  | |
|  | |  | | Total Third Party Disbursements: | | | | | |  | |
|  | |  | | Total Third Party Taxes: | | | | | |  | |
|  | |  | | **Amount Payable**: | | | | | |  | |
| **Section 4: Breakdown of Correspondents Fees** | | | | | | | | | | | |
| **4.1 Fees** | | | | | | | | | | | |
| **Date** | **Contractor/**  **Work done** | | **Measure** | | **Cost** | | | **Quantity** | | **Fee Amount** | |
|  |  | |  | |  | | |  | |  | |
|  |  | |  | |  | | |  | |  | |
|  |  | |  | |  | | |  | |  | |
|  |  | |  | |  | | | **Total Fees:** | |  | |
|  | |  | |  | | |  | | |  | |
| **4.2 Disbursements** | | | | | | | | | | | |
| **Type** | | **Comments** | | | | | | | | **Gross Amount** | |
|  | |  | | | | | | | |  | |
|  | |  | | | | | | | |  | |
|  | |  | | | | | | | |  | |
|  | |  | | **Total Disbursements** | | | | | |  | |
| **4.3 Taxes** | | | | | | | | | | | |
|  | |  | |  | | | Total Local Taxes | | |  | |
|  | |  | |  | | | Total VAT | | |  | |
|  | |  | | **Total Taxes** | | | | | |  | |
| **Section 5: Payments to Third Parties** | | | | | | | | | | | |
| **5.1 Fees** | | | | | | | | | | | |
| **Date** | **Contractor/**  **Work done** | | **Measure** | | **Cost** | | | **Quantity** | | **Fee Amount** | |
|  |  | |  | |  | | |  | |  | |
|  |  | |  | |  | | |  | |  | |
|  |  | |  | |  | | |  | |  | |
|  |  | |  | |  | | | **Total Fees:** | |  | |
|  | |  | |  | | |  | | |  | |
| **5.2 Disbursements** | | | | | | | | | | | |
| **Type** | | **Comments** | | | | | | | | **Gross Amount** | |
|  | |  | | | | | | | |  | |
|  | |  | | | | | | | |  | |
|  | |  | | | | | | | |  | |
|  | |  | | **Total Disbursements** | | | | | |  | |
| **5.3 Taxes** | | | | | | | | | | | |
|  | |  | |  | | | Total Local Taxes | | |  | |
|  | |  | |  | | | Total VAT | | |  | |
|  | |  | | **Total Taxes** | | | | | |  | |
| **Section 6: Other Information** | | | | | | | | | | | |
|  | | | | | | | | | | | |
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