

# Invoice Requirements

## UK

Any invoices submitted for the Chick-fil-A (UK) Ltd. entity must include the following:

### Must be billed to:

Chick-fil-A (UK) Ltd.  
Attn: Staff Contact  
Templar House  
81-87 High Holborn  
London WC1V 6DF  
United Kingdom

### Non-invoice correspondence:

Chick-fil-A (UK) Ltd.  
5200 Buffington Road  
Atlanta, GA 30349

### Invoices are required to have the following information:

- Chick-fil-A Staff Contact Name
- Supplier Name & Address
- Company Number
- Unique invoice number
- Invoice date
- Detailed description of goods received, or services performed. Services must be separately stated from goods.
- Invoice amount & currency type to be remitted
- Payment terms that match the contract
- Payment Remit-to address
- Delivery address for the goods or location where services were performed (if different from 5200 Buffington Road)
- ★ Valid invoice coding or purchase order number

★ Check with your Staff Contact for this information

Note: Chick-fil-A (UK) Ltd. is a United Kingdom entity and is subject to applicable UK taxes (VAT). Chick-fil-A (UK) Ltd's UK VAT registration number is 336 9334 81.



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### Tax Compliance

#### Value Added Tax (VAT)

Value-Added Tax (VAT) is a tax that is applied to the sales of goods and services. In the UK, businesses can claim credits for VAT paid. This recoverable treatment contrasts with sales tax in the US which is treated as a non-recoverable expense. To claim the credit, proper invoice documentation is required. Please refer to the invoice requirements above to ensure these requirements are met.

