1st for Awarding Ltd
Invoicing Policy

1. Policy Statement

This Invoicing Policy sets out the processes for the issue, payment and retention of invoices. It also states the legal requirements for the content of the invoices.

2. Issuing of Invoices

1st for Awarding will normally issue invoices at the end of each month. Invoices will include any fees incurred as set out in the Provider Contract.

The invoice will be issued by email to the invoicing contact identified on the signed Provider Contract, unless an updated contact has been provided.

Invoices will include:

- A unique invoice number
- 1st for Awarding's name, address and contact details.
- The name and address of the customer for which the invoice is being raised.
- The date of the invoice.
- Invoice value total in GBP, with a breakdown of the charges, where applicable.
- Payment terms.
- 1st for Awarding's Company Registration number.

3. Fees

All fees are set out in our Provider Contract and its appendices, including assessment fees, registration fees, cancellation fees and fees for resits and re-takes. Fees for each standard are also published on our website on the relevant page for each standard. Fees relating to Centres can be found in the current Approved Centre Policy.

We review all our fees annually.1st for Awarding's fees and the public funding determined by Skills England are subject to review/change. The Training Provider will be given prior and reasonable notification of any changes to fees.

4. Payment Terms

1st for Awarding's payment terms are 30 days from issue of invoice, except where other terms have been agreed and are stated in the Provider Contract.

5. Retention of Invoices

Invoices are retained for a minimum period of 6 years from the end of the last company financial year they relate to, in accordance with HMRC rules.

6. Contact details

If you wish to discuss any aspect of this policy and/or have a query relating to our fees or invoicing arrangements query, please contact finance@1stforawarding.co.uk.

Document Details	
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Purpose of Document	Details Invoicing Policy
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Version History		
V1.0	Aug 2023	First version
V1.1	23rd Dec 2024	Updated to add version control
V1.2	6th June 2025	General review and update
V2.0	1st October 2025	Brand, terminology and links updated
V2.1	22nd September 2026	Updated terminology: Provider Contract, contract appendices, and Approved Centre Policy

This document will be reviewed annually and updated as required