

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
c/o Bird & Bird LLP
12 New Fetter Lane
London EC4A 1JP
United Kingdom

Invoices are required to have the following information:

- Chick-fil-A Staff Contact Name
- Supplier Name & Address
- Supplier Tax ID (EIN, TIN)
- 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 services (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).

