


Your invoice format explained

This is a sample invoice



COMMON CHARGE INVOICE

Mr D MacDonald **SAMPLE INVOICE**
 Newton Property Management
 87 Port Dundas Road
 Glasgow

CENTRAL SCOTLAND 87 PORT DUNDAS ROAD,
 GLASGOW G4 0HF T: 0141 353 9700
 E: factor@newtonproperty.co.uk

NORTH EAST 227 ROSEMOUNT PLACE,
 ABERDEEN AB25 2XS T: 01224 45 27 45
 E: factorabn@newtonproperty.co.uk

HIGHLANDS IN-BUSINESS CENTRE, 24 LONGMAN DRIVE
 INVERNESS, IV1 1SU T: 01463 572 633
 E: factorinv@newtonproperty.co.uk

www.newtonproperty.co.uk

ACCOUNT NUMBER 76100101

INVOICE NO. 827313 DATE 21/08/17

COMMON CHARGES FOR PERIOD FROM 29/05/2017 TO 28/08/2017
 DEVELOPMENT: Sample Development PROPERTY: 87 Port Dundas Road

*All charges below are apportioned as per your entry/exit dates.

DATE OF CHARGE	DESCRIPTION OF CHARGE	NET AMOUNT	YOUR SHARE	CHARGE	VAT	AMOUNT
	BALANCE BROUGHT FORWARD					150.00 DR
21/06/17	Direct Debit Payment					45.00 CR
21/07/17	Direct Debit Payment					45.00 CR
21/08/17	Direct Debit Payment					45.00 CR
	TOTAL PAYMENTS RECEIVED					135.00 CR
18/04/17	Repair car park lights	19.49	1/31	0.63	0.00	0.63
24/05/17	Plant replacement tree	121.61	1/31	3.92	0.78	4.71
24/05/17	Repair to security gate	130.98	1/31	4.23	0.85	5.07
24/05/17	Common electricity supply	113.72	1/31	3.67	0.73	4.40
31/05/17	Common cleaning May 2017	341.00	1/31	11.00	2.20	13.20
31/05/17	Grounds maintenance May 2017	42.00	1/31	1.35	0.27	1.63
30/06/17	Common cleaning June 2017	284.12	1/31	9.17	1.83	11.00
30/06/17	Grounds maintenance June 2017	42.00	1/31	1.35	0.27	1.63
31/07/17	Common cleaning July 2017	272.80	1/31	8.80	1.76	10.56
31/07/17	Grounds maintenance July 2017	42.00	1/31	1.35	0.27	1.63
26/08/17	Quarterly buildings insurance: 26/08/2017 to 25/11/2017	36.50	1/1	36.50	0.00	36.50
28/11/17	Management Fee: 29/08/2017 to 28/11/2017	25.50	1/1	25.50	5.10	30.06
	CURRENT INVOICE TOTAL			107.47	14.07	121.54 DR
	BALANCE BROUGHT FORWARD					15.00 DR
	BALANCE NOW DUE					136.54 DR

PAYMENT OPTIONS:
 Online: www.newtonproperty.co.uk
 Monthly Direct Debit: call or email to request Direct Debit mandate
 Telephone: 0141 353 9700
 Cheque: detach slip, return with cheque made payable to Newton Property Management Ltd
 Direct banking: see overleaf for payment instructions

ACCOUNT NUMBER 76100101

VAT REGISTRATION No. 783500039

This is your payments section and contains all payments received in the quarter.

150.00 DR
45.00 CR
45.00 CR
45.00 CR
135.00 CR

Each charge is displayed with your share as either a fraction or a percentage.

1/31
1/31
1/31
1/31
1/31

This final column lists the total costs of your share of the works including VAT if applicable.

1.63
36.50
30.06

Please refer to attached summary of cover for insurance details.

1/31
1/1

All owners are charged a 1/1 share for management fee.

1/1

This is the total of all charges due for the period.

121.54 DR

15.00 DR

This is the net balance which incl the balance b/fwd and all payments.

136.54 DR

This is the total balance due.

This sample invoice contains details for emergency trades for common repairs out of hours on the reverse.

EMERGENCY TELEPHONE NUMBERS**CENTRAL SCOTLAND**

ALL TRADES/ROOFING/JOINERY

Hunter Building Services: 0141 420 1616
0141 954 5911
0141 632 0085

Eagle Contracts: 0141 550 1251

DOOR ENTRY/AUTOMATIC GATE

PTM Security: 0141 849 1425
0773 301 7340

ELECTRICIAN

ASD Electrical: 0141 883 3622

PLUMBER

Hunter Building Services: 0141 954 5911

HIGHLANDS

DOOR ENTRY/ALARM

Northern Security Systems: 01463 236 658

ELECTRICIAN/PLUMBER

Korrie: 01463 729 111

JOINER/LOCKSMITH

MacDonald & MacIntyre: 01463 233 980
07900 195 458

ROOFER

Wyvis Roofing: 01463 718 653

NORTH EAST

ALL TRADES

Apardion: 01224 649 000

Please state clearly to the contractor that your building is factored by Newton Property Management. All contractor details are offered as a courtesy, none of the contractors have a financial or other regular administrative link with our company. It is your own risk to call and the contractors' discretion whether to attend calls out of hours.

DIRECT BANKING

Please quote your 8 digit Newton account number (found overleaf) as the payment reference, and pay:

Account number: 20297617

Sort code: 82 20 00

INSURANCE

It is the responsibility of each owner to ensure their property is fully insured. Depending on the individual circumstance, there may be a common policy in force. The premiums for common policies will be levied direct to your account and appear on this statement. Where a common policy is in force, this may not reflect the current reinstatement value of the property inclusive of site clearance costs, professional fees, and applicable VAT. If this is the case, it is the owners' responsibility to ensure the cover is adequate and to increase or arrange additional cover as necessary and to meet the requirements of any mortgages. In respect of buildings insurance, the premium listed on this invoice is a quarterly instalment towards the annual premium unless otherwise stated. Property Owners Liability Insurance and lift insurance premiums listed on this invoice are each owners' share of the development premium for the year.

STATEMENT OF SERVICES

Newton Property Management are a registered property factor. Our registration number is PF000108. A copy of our written statement of services is available on request.

DATA PROTECTION LEGISLATION

Under current Data Protection Legislation, Newton Property Management is registered as a Data Controller in respect of clients' personal information held and processed in our files. This data is held for property management purposes. Information pertinent to unpaid accounts may be passed to collecting agencies for recovery. Private individuals have a legal right of access to their personal information held in our records. By legislation this right may be processed by written request and may be subject to an administration charge.