

Hello,

**You will receive one document from us each Monday:**

1. **Eats Group Invoice** – This is the invoice that we will send to you for the commission that we charge you as agreed in your contract. As both yourselves and ourselves are VAT registered this invoice also includes VAT which you will be able to claim back. If for some reason you are not yet VAT registered this is not a problem, but you do need to action this immediately as you are charging VAT to your outlets.

**You will be able to download an individual invoice for each of your takeaways**

You can do this through RedBox by navigating to:

Reports – Invoices By Outlet – Seelcting the correct week and then – Download .zip

**In terms of your payment, you will receive that info your account each Friday, that payment will be the total of:**

1. **Your earnings** – This is yours to keep and will be the number detailed on your statement.
2. **Your Outlet's earnings** – This is to pay them for the orders they have received.
3. **The VAT you have charged your outlets** – On top of the commission you charge your outlets, you also charge them VAT. This total is detailed on your payment record. This amount will **always** be greater than the total that we will charge you in VAT on the invoice that we issue you with each week, this means your cashflow will never be affected.