

Your Address  
Your District  
Your town  
Your County  
*Postcode in square brackets.... [AA1 2BB]*

Head of Legal Services  
Company Name  
Company Head Office Address  
Company Head Office Postcode

(date)

## **NOTICE OF REJECTION OF INVALID INVOICE**

Reference: Your NOTICE TO PAY FIXED PENALTY CHARGE XXXXXXXX dated dd/mm/yy.

This is a legal Notice, it means what it says. Notice to agent is Notice to Principal and vice-versa.

### **THIS IS DEFINITELY NOT AN APPEAL.**

This NOTICE is a conditional offer from me to settle the matter.

It is my understanding that fines can only be issued by a Court of Record, and then only after due process.

A Notice of Charge is subject to the Bills of Exchange Act 1882.

I require a properly formatted invoice, fully compliant with the Bills of Exchange Act 1882, for your charge or demand or order which is required to be legible and to include the following features:

- Your company name, number and trading address.
- The date of the invoice and the date by which the invoice is to be paid.
- A full description of the goods and/or services supplied or provided and the cost thereof i.e. what of value has been exchanged? (The CONSIDERATION).
- Account for VAT, be it zero percent or otherwise, and show your company's VAT registration number. If you are exempt from VAT, state it clearly on the invoice. I need to account for VAT.
- It must be titled 'Invoice' and bear a legible wet ink signature of an Officer of the Company.

Do not send any further mailings which do not contain proper invoices, as in that event you will be causing me harassment, and you may also be committing VAT fraud.

(signed)

**Your Name**