

## HMCTS Invoicing Guidance for Language Professionals (Off-Contract)

**When accepting an assignment from a court or tribunal, the language professional should receive the following from the venue:**

For all  
language  
professionals

Letter of instruction which **must** confirm:

- Details of the booking
- Fee agreed
- How to invoice HMCTS for your services
- Cost centre of the court/tribunal

***Your invoice cannot be processed without this information***

For new  
language

| <b>Information Submission Checklist</b>   |  |
|---|--|
| A unique identification number            |  |
|   |  |
| VAT Reg (where appropriate)               |  |
| The court name and address being invoiced |  |
| The Entity number HMCTS ( <b>0250</b> )   |  |